

SBD DEPARTMENT INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☒ New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency Previous Contract/Project No. 6050-4/11-4
Contract
☐ Re-Bid ☐ Other LIVING WAGE APPLIES: ☐ YES ☒ NO
Requisition No./Project No.: RQID1200073 TERM OF CONTRACT 5 YEAR(S) WITH 5 YEAR(S) OTR

Requisition /Project Title: Doors: Maintenance and Repairs Services

Description: To purchase maintenance and repair services for various types of doors for several County departments.

Issuing Department: ISD - PM Contact Person: Maria Hevia Phone: 305-375-5073
Estimate Cost: \$ 3,460,000
Funding Source: GENERAL X FEDERAL OTHER X

ANALYSIS

Commodity Codes:	<u>150-55</u>	<u>150-30</u>	<u>150-31</u>	
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.				
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>	
Contractor:	<u>Best Garage Doors</u>			
Small Business Enterprise:				
Contract Value:	<u>\$561,000</u>	<u>\$</u>	<u>\$</u>	
Comments: <u></u>				
Continued on another page (s): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				

Basis of recommendation:

Signed: <u>Maria Hevia</u>	Date sent to DBD: <u>5/21/12</u>
	Date returned to DPM: <u></u>

2012 MAY 23 AM 10:24
RECEIVED
DEPT. BUSINESS DEV.

<u>DEPARTMENT</u>	<u>ALLOCATION REQUESTED</u>	<u>FUNDING SOURCE</u>
Aviation	\$425,000	Proprietary Funds
Corrections	\$275,000	General Fund
Internal Services – Facilities Mgmt.	\$250,000	Internal Service Funds
Internal Services – Fleet Mgmt.	\$600,000	Internal Service Funds
Fire Rescue	\$200,000	Fire District
MDPHCD	\$375,000	Federal Funds
MDPROS	\$125,000	General Funds
Police	\$30,000	General Fund
Transit	\$250,000	Operating Funds
SPEED	\$5,000	General Fund
Seaport	\$200,000	Revenue
WASD	\$725,000	WASD Proprietary Funds
TOTAL	\$3,460,000	

Revised April 2005



INVITATION TO BID NO.:

OPENING: 2:00 P.M.

, 2012

MIAMI-DADE COUNTY, FLORIDA

INVITATION
TO BID

TITLE:

DOORS - MAINTENANCE AND REPAIRS

THE FOLLOWING ARE REQUIREMENTS OF THIS BID, AS NOTED BELOW:

BID DEPOSIT AND PERFORMANCE BOND:	N/A
CATALOGUE AND LISTS:.....	N/A
CERTIFICATE OF COMPETENCY:	SEE SECTION 2, PARAGRAPH 2.14
EQUIPMENT LIST:	N/A
EXPEDITED PROCUREMENT PROGRAM (EPP):	N/A
INDEMNIFICATION/INSURANCE:	SEE SECTION 2, PARAGRAPH 2.11
EXAMINATION OF DOORS:	SEE SECTION 2, PARAGRAPH 2.8
CONTRACT MEASURES:.....	SEE SECTION 2, PARAGRAPH 2.2
SAMPLES/INFORMATION SHEETS:.....	N/A
SECTION 3 – MDHA:	N/A
SITE VISIT/AFFIDAVIT:.....	N/A
USER ACCESS PROGRAM:.....	SEE SECTION 2, PARAGRAPH 2.21
WRITTEN WARRANTY:	N/A
LIVING WAGE:.....	N/A

FOR INFORMATION CONTACT:

MARIA HEVIA, 305-375-5073, MHEVIA@MIAMIDADE.GOV

IMPORTANT NOTICE TO BIDDERS:

- READ THIS ENTIRE DOCUMENT AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH SECTION 1, PARAGRAPH 1.2(D).
- FAILURE TO COMPLETE THE CERTIFICATION REGARDING LOCAL PREFERENCE ON BID SUBMITTAL FORM IN SECTION 4 SHALL RENDER THE VENDOR INELIGIBLE FOR LOCAL PREFERENCE
- FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE

MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT - PROCUREMENT MANAGEMENT



MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number:

Bid Title: Doors - Maintenance and Repairs

Procurement Officer: Maria Hevia, CPPB

Bids will be accepted until 2:00 p.m. on , 2012

Bids will be publicly opened. The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

Instructions: The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.

NOTICE TO ALL BIDDERS:

- **FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.**
- **THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.**

SECTION 1
GENERAL TERMS AND CONDITIONS
Doors - Maintenance and Repairs

1.1. DEFINITIONS

Bid – shall refer to any offer(s) submitted in response to this solicitation.

Bidder – shall refer to anyone submitting a Bid in response to this solicitation.

Bid Solicitation – shall mean this solicitation documentation, including any and all addenda.

Bid Submittal Form – defines the requirement of items to be purchased, and must be completed and submitted with Bid. The Bidder should indicate its name in the appropriate space on each page.

County – shall refer to Miami-Dade County, Florida

ISD/PM – shall refer to Miami-Dade County's Internal Services Department, Procurement Management Division.

Enrolled Vendor – shall refer to a firm that has completed the necessary documentation in order to receive Bid notifications from the County.

Registered Vendor – shall refer to a firm that has completed the Miami-Dade County Business Entity Registration Application and has satisfied all requirements to enter into business agreements with the County.

The Vendor Registration Package – shall refer to the Business Entity Registration Application.

For additional information about on-line vendor enrollment or vendor registration contact the Vendor Assistance Unit at 111 N.W. 1st Street, 13th Floor, Miami, FL 33128, Phone 305-375-5773. Vendors can enroll online and obtain forms to register by visiting our web site at www.miamidade.gov/ISD/PM

1.2. INSTRUCTIONS TO BIDDERS**A. Bidder Qualification**

It is the policy of the County to encourage full and open competition among all available qualified vendors. All vendors regularly engaged in the type of work specified in the Bid Solicitation are encouraged to submit Bids. Vendors may enroll with the County to be included on a notification list for selected categories of goods and services. To be eligible for award of a contract (including small purchase orders), Bidders must become a Registered Vendor. Only Registered Vendors can be awarded County contracts. Vendors are required to register with the County by contacting the Vendor Assistance Unit. The County endeavors to obtain the participation of all qualified small business enterprises. For information and to apply for certification, contact the Department of Small Business Development at 111 N.W. 1st Street, 19th Floor, Miami, FL 33128-1900, or telephone at 305-375-3111. County employees and board members wishing to do business with the County are referred to Section 2-11.1 of the Miami-Dade County Code relating to Conflict of Interest and Code of Ethics.

B. Vendor Registration

To be recommended for award the County requires that vendors complete a Miami-Dade County Vendor Registration Package. Effective June 1, 2008, a new Vendor Registration Package, including a Uniform Affidavit Packet (Affidavit form), must be completed by vendors and returned to the Internal Services Department, Procurement Management Division (ISD/PM), Vendor Assistance Unit, within fourteen (14) days of notification of the intent to recommend for award. In the event the Vendor Registration Package is not properly completed and returned within the specified time, the County may in its sole discretion, award to the next lowest responsive, responsible Bidder. The Bidder is responsible for obtaining the Vendor Registration Package, including all affidavits by downloading from the ISD/PM website at www.miamidade.gov or from the Vendor Assistance Unit at 111 N.W. 1st Street, 13th Floor, Miami, FL 33128. Bidders are required to affirm that all information submitted with the Vendor Registration Package is current, complete and accurate, at the time they submit a response to a Bid Solicitation, by completing the provided Affirmation of Vendor Affidavit form.

In becoming a Registered Vendor with Miami-Dade County, the vendor confirms its knowledge of and commitment to comply with the following:

1. **Miami-Dade County Ownership Disclosure Affidavit**
(Sec. 2-8.1 of the County Code)

2. **Miami-Dade County Employment Disclosure Affidavit**
(County Ordinance No. 90-133, amending Section 2-8.1(d)(2) of the County Code)
3. **Miami-Dade County Employment Drug-free Workplace Certification**
(Section 2-8.1.2(b) of the County Code)
4. **Miami-Dade Disability and Nondiscrimination Affidavit**
(Article 1, Section 2-8.1.5 Resolution R182-00 Amending R-385-95)
5. **Miami-Dade County Debarment Disclosure Affidavit**
(Section 10.38 of the County Code)
6. **Miami-Dade County Vendor Obligation to County Affidavit**
(Section 2-8.1 of the County Code)
7. **Miami-Dade County Code of Business Ethics Affidavit**
(Article 1, Section 2-8.1(f) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code)
8. **Miami-Dade County Family Leave Affidavit**
(Article V of Chapter 11 of the County Code)
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10. **Miami-Dade County Domestic Leave and Reporting Affidavit**
(Article 8, Section 11A-60 11A-67 of the County Code)
11. **Subcontracting Practices**
(Ordinance 97-35)
12. **Subcontractor /Supplier Listing**
(Ordinance 97-104)
13. **Environmentally Acceptable Packaging**
Resolution (R-738-92)
14. **W-9 and 8109 Forms**
The vendor must furnish these forms as required by the Internal Revenue Service.
15. **Social Security Number**
In order to establish a file for your firm, you must provide your firm's Federal Employer Identification Number (FEIN). If no FEIN exists, the Social Security Number of the owner or individual must be provided. This number becomes your "County Vendor Number". To comply with Section 119.071(5) of the Florida Statutes relating to the collection of an individual's Social Security Number, be aware that ISD/PM requests the Social Security Number for the following purposes:
 - Identification of individual account records
 - To make payments to individual/vendor for goods and services provided to Miami-Dade County
 - Tax reporting purposes
 - To provide a unique identifier in the vendor database that may be used for searching and sorting departmental records
16. **Office of the Inspector General**
Pursuant to Section 2-1076 of the County Code.
17. **Small Business Enterprises**
The County endeavors to obtain the participation of all small business enterprises pursuant to Sections 2-8.2, 2-8.2.3 and 2-8.2.4 of the County Code and Title 49 of the Code of Federal Regulations.
18. **Antitrust Laws**
By acceptance of any contract, the vendor agrees to comply with all antitrust laws of the United States and the State of Florida.
- C. **PUBLIC ENTITY CRIMES**
To be eligible for award of a contract, firms wishing to do business with the County must comply with the following:



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MIAMI-DADE COUNTY, FLORIDA

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- C. **PUBLIC ENTITY CRIMES**
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SECTION 1

GENERAL TERMS AND CONDITIONS**Doors - Maintenance and Repairs**

Pursuant to Section 287.133(2)(a) of the Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Bid on a contract to provide any goods or services to a public entity, may not submit a Bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

D. Request for Additional Information

- Pursuant to Section 2-11.1(f) of the County Code, all Bid Solicitations, once advertised and until an award recommendation has been forwarded to the appropriate authority are under the "Cone of Silence". Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in writing to the attention of the Procurement Agent identified on the front page of the solicitation. Such inquiries or request for information shall be submitted to the procurement agent in writing and shall contain the requester's name, address, and telephone number. If transmitted by facsimile, the request should also include a cover sheet with Bidder's facsimile number. The requestor must also file a copy of this written request with the Clerk of the Board, 111 NW 1st Street, 17th Floor, suite 202, Miami, Florida 33128-1983 or email clerkbcc@miamidade.gov.
- The Internal Services Department, Procurement Management Division may issue an addendum in response to any inquiry received, prior to Bid opening, which changes, adds to or clarifies the terms, provisions or requirements of the solicitation. The Bidder should not rely on any representation, statement or explanation whether written or verbal, other than those made in this Bid Solicitation document or in any addenda issued. Where there appears to be a conflict between this Bid Solicitation and any addenda, the last addendum issued shall prevail.
- It is the Bidder's responsibility to ensure receipt of all addenda, and any accompanying documentation. The Bidder is required to submit with its Bid a signed "Acknowledgment of Addenda" form, when any addenda have been issued.

E. Contents of Bid Solicitation and Bidders' Responsibilities

- It is the responsibility of the Bidder to become thoroughly familiar with the Bid requirements, terms and conditions of this solicitation. Pleas of ignorance by the Bidder of conditions that exist or that may exist will not be accepted as a basis for varying the requirements of the County, or the compensation to be paid to the Bidder.
- In the event a Bidder wishes to protest any part of the General Conditions, Special Conditions and/or Technical Specifications contained in the Bid Solicitation it must file a notice of protest in writing with the issuing department no later than 48 hours prior to the Bid opening date and hour specified in the solicitation. Failure to file a timely notice of protest will constitute a waiver of proceedings.
- This solicitation is subject to all legal requirements contained in the applicable County Ordinances, Administrative Orders, and Resolutions, as well as all applicable State and Federal Statutes. Where conflict exists between this Bid Solicitation and these legal requirements, the authority shall prevail in the following order: Federal, State and local.
- It is the responsibility of the Bidder/Proposer, prior to conducting any lobbying regarding this solicitation to file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder/Proposer. The Bidder/Proposer shall also file a form with the Clerk of the Board at the point in time at which a lobbyist is no longer authorized to represent said Bidder/ Proposer. Failure of a Bidder/Proposer to file the appropriate form required, in relation to each solicitation, may be considered as evidence that the Bidder/Proposer is not a responsible contractor.

F. Change or Withdrawal of Bids

- Changes to Bid - Prior to the scheduled Bid opening a Bidder may change its Bid by submitting a new Bid, (as indicated on the cover page) with a letter in writing on the firms letterhead, signed by an

authorized agent stating that the new submittal replaces the original submittal. The new submittal shall contain the letter and all information as required for submitting the original Bid. No changes to a Bid will be accepted after the Bid has been opened.

- Withdrawal of Bid - A Bid shall be irrevocable unless the Bid is withdrawn as provided herein. Only a written letter received by ISD/PM prior to the Bid opening date may withdraw a bid. A bid may also be withdrawn ninety (90) days after the Bid has been opened and prior to award, by submitting a letter to the contact person identified on the front cover of this Bid Solicitation. The withdrawal letter must be on company letterhead and signed by an authorized agent of the Bidder.

G. Conflicts Within The Bid Solicitation

Where there appears to be a conflict between the General Terms and Conditions, Special Conditions, the Technical Specifications, the Bid Submittal Section, or any addendum issued, the order of precedence shall be: the last addendum issued, the Bid Submittal Section, the Technical Specifications, the Special Conditions, and then the General Terms and Conditions.

H. Prompt Payment Terms

- It is the policy of Miami-Dade County that payment for all purchases by County agencies and the Public Health Trust shall be made in a timely manner and that interest payments be made on late payments. In accordance with Florida Statutes, Section 218.74 and Section 2-8.1.4 of the Miami-Dade County Code, the time at which payment shall be due from the County or the Public Health Trust shall be forty-five (45) days from receipt of a proper invoice. The time at which payment shall be due to small businesses shall be thirty (30) days from receipt of a proper invoice. All payments due from the County or the Public Health Trust, and not made within the time specified by this section, shall bear interest from thirty (30) days after the due date at the rate of one percent (1%) per month on the unpaid balance. Further, proceedings to resolve disputes for payment of obligations shall be concluded by final written decision of the County Mayor, or his or her designee(s), not later than sixty (60) days after the date on which the proper invoice was received by the County or the Public Health Trust.
- The Bidder may offer cash discounts for prompt payments; however, such discounts will not be considered in determining the lowest price during bid evaluation. Bidders are requested to provide prompt payment terms in the space provided on the Bid submittal signature page of the solicitation.

1.3. PREPARATION OF BIDS

- The Bid submittal form defines requirements of items to be purchased, and must be completed and submitted with the Bid. Use of any other form will result in the rejection of the Bidder's offer.
- The Bid submittal form must be legible. Bidders shall use typewriter, computer or ink. All changes must be crossed out and initialed in ink. Failure to comply with these requirements may cause the Bid to be rejected.
- An authorized agent of the Bidder's firm must sign the Bid submittal form. **FAILURE TO SIGN THE BID SUBMITTAL FORM SHALL RENDER THE BID NON-RESPONSIVE.**
- The Bidder may be considered non-responsive if bids are conditioned to modifications, changes, or revisions to the terms and conditions of this solicitation.
- The Bidder may submit alternate Bid(s) for the same solicitation provided that such offer is allowable under the terms and conditions. The alternate Bid must meet or exceed the minimum requirements and be submitted on a separate Bid submittal marked "Alternate Bid".
- When there is a discrepancy between the unit prices and any extended prices, the unit prices will prevail.
- An optional electronic submittal shall not be considered a part of the bid if it differs in any respect from the required manual submittal in the original hard copy.

1.4. CANCELLATION OF BID SOLICITATION

Miami-Dade County reserves the right to cancel, in whole or in part, any Invitation to Bid when it is in the best interest of the County.

SECTION 1

GENERAL TERMS AND CONDITIONS**Doors - Maintenance and Repairs****1.5. AWARD OF BID SOLICITATION**

- A. This Bid may be awarded to the responsible Bidder meeting all requirements as set forth in the solicitation. The County reserves the right to reject any and all Bids, to waive irregularities or technicalities and to re-advertise for all or any part of this Bid Solicitation as deemed in its best interest. The County shall be the sole judge of its best interest.
- B. When there are multiple line items in a solicitation, the County reserves the right to award on an individual item basis, any combination of items, total low Bid or in whichever manner deemed in the best interest of the County.
- C. The County reserves the right to reject any and all Bids if it is determined that prices are excessive, best offers are determined to be unreasonable, or it is otherwise determined to be in the County's best interest to do so.
- D. The County reserves the right to negotiate prices with the low bidder, provided that the scope of work of this solicitation remains the same.
- E. Award of this Bid Solicitation will only be made to firms that have completed the Miami-Dade County Business Entity Registration Application and that satisfy all necessary legal requirements to do business with Miami-Dade County. Firms domiciled in Miami-Dade County must present a copy of their Miami-Dade County issued Local Business Tax Receipt.
- F. Pursuant to County Code Section 2-8.1(g), the Bidder's performance as a prime contractor or subcontractor on previous County contracts shall be taken into account in evaluating the Bid received for this Bid Solicitation.
- G. To obtain a copy of the Bid tabulation, Bidder(s) shall enclose an appropriately sized self-addressed stamped envelope or make a request by e-mail. Bid results will not be given by telephone or facsimile.
- H. The Bid Solicitation, any addenda and/or properly executed modifications, the purchase order, and any change order(s) shall constitute the contract.
- I. In accordance with Resolution R-1574-88, the Director of ISD/PM will decide all tie Bids.
- J. Award of this Bid may be predicated on compliance with and submittal of all required documents as stipulated in the Bid Solicitation.
- K. The County reserves the right to request and evaluate additional information from any bidder after the submission deadline as the County deems necessary.

1.6. CONTRACT EXTENSION

- A. The County reserves the right to exercise its option to extend a contract for up to one hundred-eighty (180) calendar days beyond the current contract period and will notify the contractor in writing of the extension.
- B. This contract may be extended beyond the initial one hundred-eighty (180) day extension period upon mutual agreement between the County and the successful Bidder(s) upon approval by the Board of County Commissioners.

1.7. WARRANTY

All warranties express and implied, shall be made available to the County for goods and services covered by this Bid Solicitation. All goods furnished shall be fully guaranteed by the successful Bidder against factory defects and workmanship. At no expense to the County, the successful Bidder shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty. The Special Conditions of the Bid Solicitation may supersede the manufacturer's standard warranty.

1.8. ESTIMATED QUANTITIES

Estimated quantities or dollars are for Bidder's guidance only: (a) estimates are based on the County's anticipated needs and/or usage during a previous contract period and; (b) the County may use these estimates to determine the low Bidder. Estimated quantities do not contemplate or include possible additional quantities that may be ordered by other government, quasi-government or non-profit entities utilizing this contract under the Joint Purchase portion of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation and the resulting contract, if that section is present in this solicitation document. No guarantee is expressed or implied as to quantities or dollars that will be used during the contract period. The

County is not obligated to place any order for the given amount subsequent to the award of this Bid Solicitation.

1.9. NON-EXCLUSIVITY

It is the intent of the County to enter into an agreement with the successful Bidder that will satisfy its needs as describe herein. However, the County reserves the right as deemed in its best interest to perform, or cause to be performed, the work and services, or any portion thereof, herein described in any manner it sees fit, including but not limited to: award of other contracts, use of any contractor, or perform the work with its own employees.

1.10. LOCAL PREFERENCE

The evaluation of competitive bids is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. A local business shall be defined as:

1. a business that has a valid Local Business Tax Receipt, issued by Miami-Dade County at least one year prior to bid or proposal submission, that is appropriate for the goods, services or construction to be purchased;
2. a business that has physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address; and
3. a business that contributes to the economic development and well-being of Miami-Dade County in a verifiable and measurable way. This may include but not be limited to the retention and expansion of employment opportunities and the support and increase in the County's tax base. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the bid or proposal submission date stated in the solicitation:
 - (a) vendor has at least ten (10) permanent full time employees, or part time employees equivalent to 10 FTE ("full-time equivalent" employees working 40 hours per week) that live in Miami-Dade County, or at least 25% of its employees that live in Miami-Dade County, or
 - (b) vendor contributes to the County's tax base by paying either real property taxes or tangible personal property taxes to Miami-Dade County, or
 - (c) some other verifiable and measurable contribution to the economic development and well-being of Miami-Dade County.

When there is a responsive bid from a Miami-Dade local business within 10% of the lowest price submitted by a responsive non-local business, the local business and the non-local low bidder shall have the opportunity to submit a best and final bid equal to or lower than the amount of the low bid previously submitted by the non-local business.

At this time, there is an interlocal agreement in effect between Miami-Dade and Broward Counties until September 2012. Therefore, a vendor which meets the requirements of (1), (2) and (3) above for Broward County shall be considered a local business pursuant to this Section.

1.11. CONTINUATION OF WORK

Any work that commences prior to and will extend beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the County and the successful Bidder, continue until completion at the same prices, terms and conditions.

1.12. BID PROTEST

A recommendation for contract award or rejection of award may be protested by a Bidder in accordance with the procedures contained in Sections 2-8.3 and 2-8.4 of the County Code, as amended, and as established in Administrative Order No.3-21.

SECTION 1

GENERAL TERMS AND CONDITIONS**Doors - Maintenance and Repairs****1.13. LAWS AND REGULATIONS**

The successful Bidder shall comply with all laws and regulations applicable to provide the goods and/or services specified in this Bid Solicitation. The Bidder shall comply with all federal, state and local laws that may affect the goods and/or services offered.

1.14. LICENSES, PERMITS AND FEES

The awarded bidder(s) shall hold all licenses and/or certifications, obtain and pay for all permits and/or inspections, and comply with all laws, ordinances, regulations and building code requirements applicable to the work required herein. Damages, penalties, and/or fines imposed on the County or an awarded bidder for failure to obtain and maintain required licenses, certifications, permits and/or inspections shall be borne by said awarded bidder.

1.15. SUBCONTRACTING

Unless otherwise specified in this Bid Solicitation, the successful Bidder shall not subcontract any portion of the work without the prior written consent of the County. The ability to subcontract may be further limited by the Special Conditions. Subcontracting without the prior consent of the County may result in termination of the contract for default. When Subcontracting is allowed the Bidder shall comply with County Resolution No. 1634-93, Section 10-34 of the County Code and County Ordinance No. 97-35.

1.16. ASSIGNMENT

The successful Bidder shall not assign, transfer, hypothecate, or otherwise dispose of this contract, including any rights, title or interest therein, or its power to execute such contract to any person, company or corporation without the prior written consent of the County.

1.17. DELIVERY

Unless otherwise specified in the Bid Solicitation, prices quoted shall be F.O.B. Destination. Freight shall be included in the proposed price.

1.18. RESPONSIBILITY AS EMPLOYER

The employee(s) of the successful Bidder shall be considered to be at all times its employee(s), and not an employee(s) or agent(s) of the County or any of its departments. The successful Bidder shall provide competent and physically employee(s) capable of performing the work as required. The County may require the successful Bidder to remove any employee it deems unacceptable. All employees of the successful Bidder shall wear proper identification.

1.19. INDEMNIFICATION

The successful Bidder shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the agreement by the successful Bidder or its employees, agents, servants, partners, principals or subcontractors. The successful Bidder shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The successful Bidder expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the successful Bidder shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

1.20. COLLUSION

A contractor recommended for award as the result of a competitive solicitation for any County purchases of supplies, materials and services (including professional services, other than professional architectural, engineering and other services subject to Sec. 2-10.4 and Sec. 287.055 Fla Stats.), purchase, lease, permit, concession or management agreement shall, within five (5) business days of the filing of such recommendation, submit an affidavit under the penalty of perjury, on a form provided by the County: stating either that the contractor is not related to any of the other parties bidding in the

competitive solicitation or identifying all related parties, as defined in this Section, which bid in the solicitation; and attesting that the contractor's proposal is genuine and not sham or collusive or made in the interest or on behalf of any person not therein named, and that the contractor has not, directly or indirectly, induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from proposing, and that the proposer has not in any manner sought by collusion to secure to the proposer an advantage over any other proposer. In the event a recommended contractor identifies related parties in the competitive solicitation its bid shall be presumed to be collusive and the recommended contractor shall be ineligible for award unless that presumption is rebutted in accordance with the provisions of Sec. 2-8.1.1. Any person or entity that fails to submit the required affidavit shall be ineligible for contract award.

- A. The Collusion Affidavit will be included in all solicitations and will be requested from bidders/proposers once bids/proposals are received and evaluated.
- B. Failure to provide a Collusion Affidavit within 5 business days after the recommendation to award has been filed with the Clerk of the Board shall be cause for the contractor to forfeit their bid bond.

1.21. MODIFICATION OF CONTRACT

The contract may be modified by mutual consent, in writing through the issuance of a modification to the contract, purchase order, change order or award sheet, as appropriate.

1.22. TERMINATION FOR CONVENIENCE

The County, at its sole discretion, reserves the right to terminate this contract without cause upon thirty (30) days written notice. Upon receipt of such notice, the successful Bidder shall not incur any additional costs under this contract. The County shall be liable only for reasonable costs incurred by the successful Bidder prior to notice of termination. The County shall be the sole judge of "reasonable costs."

1.23. TERMINATION FOR DEFAULT

The County reserves the right to terminate this contract, in part or in whole, or place the vendor on probation in the event the successful Bidder fails to perform in accordance with the terms and conditions stated herein. The County further reserves the right to suspend or debar the successful Bidder in accordance with the appropriate County ordinances, resolutions and/or administrative orders. The vendor will be notified by letter of the County's intent to terminate. In the event of termination for default, the County may procure the required goods and/or services from any source and use any method deemed in its best interest. All re-procurement cost shall be borne by the successful Bidder.

1.24. FRAUD AND MISREPRESENTATION

Pursuant to Section 2-8.4.1 of the Miami-Dade County Code, any individual, corporation or other entity that attempts to meet its contractual obligations with the County through fraud, misrepresentation or material misstatement, may be debarred for up to five (5) years. The County as a further sanction may terminate or cancel any other contracts with such individual, corporation or entity. Such individual or entity shall be responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

1.25. ACCESS TO RECORDS

The County reserves the right to require the Contractor to submit to an audit by Audit and Management Services, the Commission Auditor, or other auditor of the County's choosing at the Contractor's expense. The Contractor shall provide access to all of its records, which relate directly or indirectly to this Agreement at its place of business during regular business hours. The Contractor shall retain all records pertaining to this Agreement and upon request make them available to the County for three years following expiration of the Agreement. The Contractor agrees to provide such assistance as may be necessary to facilitate the review or audit by the County to ensure compliance with applicable accounting and financial standards.

SECTION 1
GENERAL TERMS AND CONDITIONS
Doors - Maintenance and Repairs

1.26 OFFICE OF THE INSPECTOR GENERAL

Miami-Dade County has established the Office of the Inspector General, which is authorized and empowered to review past, present, and proposed County and Public Health Trust programs, contracts, transactions, accounts, records and programs. The Inspector General (IG) has the power to subpoena witnesses, administer oaths, require the production of records and monitor existing projects and programs. The Inspector General may, on a random basis, perform audits on all County contracts. The cost of random audits shall be incorporated into the contract price of all contracts and shall be one quarter (1/4) of one (1) percent of the contract price, except as otherwise provided in Section 2-1076 of the County Code.

1.27 PRE-AWARD INSPECTION

The County may conduct a pre-award inspection of the bidder's site or hold a pre-award qualification hearing to determine if the bidder is capable of performing the requirements of this bid solicitation.

1.28 PROPRIETARY/CONFIDENTIAL INFORMATION

Proposers are hereby notified that all information submitted as part of, or in support of bid submittals will be available for public inspection after opening of bids in compliance with Chapter 119 of the Florida Statutes; popularly known as the "Public Record Law." The proposer shall not submit any information in response to this solicitation, which the proposer considers to be a trade secret, proprietary or confidential. The submission of any information to the County in connection with this solicitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to the proposer. In the event that the proposer submits information to the County in violation of this restriction, either inadvertently or intentionally and clearly identifies that information in the bid as protected or confidential, the County may, in its sole discretion, either (a) communicate with the Proposer in writing in an effort to obtain the Proposer's withdrawal of the confidentiality restriction or (b) endeavor to redact and return that information to the Proposer as quickly as possible, and if appropriate, evaluate the balance of the proposal. The redaction or return of information pursuant to this clause may render a proposal non-responsive.

1.29. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Any person or entity that performs or assists Miami-Dade County with a function or activity involving the use or disclosure of "individually identifiable health information (IIHI) and/or Protected Health Information (PHI) shall comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Miami-Dade County Privacy Standards Administrative Order. HIPAA mandates for privacy, security and electronic transfer standards that include but are not limited to:

1. Use of information only for performing services required by the contract or as required by law;
2. Use of appropriate safeguards to prevent non-permitted disclosures;
3. Reporting to Miami-Dade County of any non-permitted use or disclosure;
4. Assurances that any agents and subcontractors agree to the same restrictions and conditions that apply to the Bidder/Proposer and reasonable assurances that IIHI/PHI will be held confidential;
5. Making Protected Health Information (PHI) available to the customer;
6. Making PHI available to the customer for review and amendment; and incorporating any amendments requested by the customer;
7. Making PHI available to Miami-Dade County for an accounting of disclosures; and
8. Making internal practices, books and records related to PHI available to Miami-Dade County for compliance audits.

PHI shall maintain its protected status regardless of the form and method of transmission (paper records, and/or electronic transfer of data). The Bidder/ Proposer must give its customers written notice of its privacy information practices including specifically, a description of the types of uses and disclosures that would be made with protected health information.

1.30. CHARTER COUNTY TRANSIT SYSTEM SALE SURTAX

When proceeds from the Charter County Transit System Sales Surtax levied pursuant to Section 29.121 of the Code of Miami-Dade County are used to pay for all or some part of the cost of this contract, no award for those portions of a Blanket Purchase Order (BPO) utilizing Charter County Transit System Sales Surtax funds as part of a multi-department contract, nor a contract utilizing Charter County Transit System Surtax funds shall be effective and thereby give rise to a contractual relationship with the County for purchases unless and until both the following have occurred: 1) the County Commission awards the contract, and such award becomes final (either by expiration of 10 days after such award without veto by the Mayor, or by Commission override of a veto); and, 2) either, i) the Citizens' Independent Transportation Trust (CITT) has approved inclusion of the Surtax funding on the contract, or, ii) in response to the CITT's disapproval, the County Commission reaffirms award of the contract by two-thirds (2/3) vote of the Commission's membership and such reaffirmation becomes final. Notwithstanding the other provisions of Section 1.30, award of an allocation for services in support of the CITT's oversight which does not exceed \$1000 will not require Commission or CITT approval and may be awarded by the Executive Director of the OCITT

1.31 LOBBYIST CONTINGENCY FEES

A) In accordance with Section 2-11.1(s) of the Code of Miami-Dade County, after May, 16, 2003, no person may, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee.

B) A contingency fee is a fee, bonus, commission or non-monetary benefit as compensation which is dependant on or in any way contingent upon the passage, defeat, or modification of: 1) any ordinance, resolution, action or decision of the County Commission; 2) any action, decision or recommendation of the County Mayor or any County board or committee; or 3) any action, decision or recommendation of any County personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeably will be heard or reviewed by the County Commission or a County board or committee.

1.32 COMMISSION AUDITOR – ACCESS TO RECORDS

Pursuant to Ordinance No. 03-2, all vendors receiving an award of the contract resulting from this solicitation will grant access to the Commission Auditor to all financial and performance related records, property, and equipment purchased in whole or in part with government funds.

SECTION 2
SPECIAL CONDITIONS

Doors - Maintenance and Repairs

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of maintenance and repair services for industrial doors such as roll-up doors, overhead doors, bi-fold bay doors, and similar doors in conjunction with the needs of Miami-Dade County.

2.2 CONTRACT MEASURES: BID PREFERENCE

2.2.1 A Small Business Enterprise (SBE) bid preference applies to this solicitation. A 10% percent bid preference shall apply to awards valued up to \$1 million and a 5% percent bid preference shall apply to awards greater than \$1 million. A SBE/Micro Business Enterprise must be certified by the Sustainability, Planning and Economic Enhancement Department's Small Business Development Division (SBD) for the type of goods and/or services the Enterprise provides in accordance with the applicable Commodity Code(s) for this solicitation. For certification information, contact the Small Business Development Division at 305-375-CERT (2378) or access Miami-Dade County - Small Business Development - Certification Process. The SBE/Micro Business Enterprise must be certified by bid submission deadline, at contract award and for the duration of the contract to remain eligible for the preference.

2.2.2 In accordance with Section 2-8.5.1 of the Miami-Dade County Code, a Local Certified Service-Disabled Veteran Business Enterprise (VBE) that submits a bid for a contract shall receive a bid preference of five percent of the price bid. A VBE is a firm that is a) a local business pursuant to Section 2.8.5 of the Code of Miami-Dade County and b) prior to proposal submittal is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes. This preference will only be used for evaluating and awarding the bids and shall not affect the contract price. In procurements where Small Business Enterprises (SBE) measures are being applied, a VBE who is also an SBE shall not receive the veteran's preference provided in this section and shall be limited to any applicable SBE preferences. At the time of bid or proposal submission, the bidder must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida Statutes and submit this affirmation and a copy of the actual certification along with the bid or proposal submission.

2.3 PRE BID CONFERENCE

Intentionally Omitted

2.4 TERM OF CONTRACT: FIVE (5) YEARS

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the five-year contract term.

SECTION 2
SPECIAL CONDITIONS

Doors - Maintenance and Repairs

2.5 OPTION TO RENEW FOR FIVE (5) ADDITIONAL YEARS (With Price Adjustment:

- 2.5.1 The initial contract prices resultant from this solicitation shall prevail for five (5) years from the contract's initial effective date. Prior to, or upon completion, of that initial term, the County shall have the option to renew this contract for an additional five (5) years.
- 2.5.2 Prior to completion of each exercised contract term, the County may consider an adjustment to prices based on changes in the most recent report of the following pricing index: Consumer Price Index, All Urban Consumers, All Items, Miami-Ft. Lauderdale Area.
- 2.5.3 It is the vendor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of any exercised option period, the vendor's request for adjustment should be submitted 90 days prior to expiration of the then current contract term. The vendor adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the County will assume that the vendor has agreed that the optional term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new option period may not be considered.
- 2.5.4 The County reserves the right to negotiate lower pricing for the additional term based on market research information or other factors that influence price. The County reserves the right to apply any reduction in pricing for the additional term based on the downward movement of the applicable index.
- 2.5.5 The County reserves the right to reject any request for price adjustments submitted by the awarded bidder and/or to not exercise any otherwise available option period based on such price adjustments. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the awarded bidder. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.
- 2.5.6 Should the awarded bidder decline the County's right to exercise the option period, the County may consider the awarded bidder in default which decision may affect that awarded bidder's eligibility for future contracts.

2.6 METHOD OF AWARD: TO MULTIPLE LOWEST PRICED VENDORS IN THE AGGREGATE (BY GROUP)

- 2.6.1 Award of this contract will be made to two (2) responsive, responsible vendors by Group, which submit an offer on all items listed in each Group, and whose offer represents the lowest price when all items in the Group are added in the aggregate. To be considered for award the vendors must meet the minimum qualifications set forth in this solicitation and shall offer prices for all items within a given group. If a vendor fails to submit an offer for all items within the group, its offer for that specific group may be rejected.
- 2.6.2 The minimum qualifications for all Groups are as follows:

SECTION 2
SPECIAL CONDITIONS

Doors - Maintenance and Repairs

- a. In accordance with Section 2, paragraph 2.14 of the solicitation, vendor must hold a Garage and Industrial Doors Contractor License. A copy of the license shall be submitted with the bid submittal forms.
 - b. Electrical repairs must be performed by an electrical contractor. Vendor must hold an electrical contractor license or provide the name and copy of the license of the electrical contractor proposing to subcontract to perform the electrical repairs. A copy of the license required for electrical repairs must be submitted with the bid submittal forms.
- 2.6.3 The County will award this contract to the designated lowest vendor in each Group as the primary vendor and will award this contract to the designated second lowest vendor as the secondary vendor respectively.
- 2.6.4 The primary vendor shall have the first responsibility to perform the service identified in this contract. If the primary vendor fails to perform, the vendor may be terminated for default and the County shall have the option to seek performance of the services from the secondary vendor.
- 2.6.5 Award to multiple vendors is made for the convenience of the County and does not exempt the primary vendor from fulfilling its contractual obligations. Failure of any vendor to perform in accordance with the terms and conditions of the contract may result in the vendor being deemed in breach of contract. The County may terminate the vendor from the contract for default and charge the vendor re-procurement costs.

2.7 PRICES SHALL BE FIXED AND FIRM FOR TERM OF CONTRACT

If the vendor is awarded a contract under this solicitation, the prices proposed by the vendor shall remain fixed and firm during the term of contract, except for price adjustments as allowed in Section 2, Paragraph 2.5.

2.8 EXAMINATION/INSPECTION OF COUNTY EQUIPMENT (RECOMMENDED)

Prior to submitting its offer it is strongly recommended that the vendor visit the various sites where the doors are installed and become familiar with any conditions which may in any manner affect the service to be done or affect the equipment, materials and labor required. The vendor should examine carefully any drawings and specifications and become thoroughly aware regarding any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowances will be made because of lack of knowledge of these conditions. For site visitation appointment, please contact Maria Hevia at Mhevia@miamidade.gov.

2.9 EQUAL PRODUCT

Intentionally Omitted

2.10 LIQUIDATED DAMAGES

Intentionally Omitted

SECTION 2
SPECIAL CONDITIONS

Doors - Maintenance and Repairs

2.11 INDEMNIFICATION AND INSURANCE

2.11.1 Provider shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Provider or its employees, agents, servants, partners principals or subcontractors. Provider shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Provider expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Provider shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

2.11.2 The vendor shall furnish to the Vendor Assistance Section, Internal Services Department, Procurement Management Division, 111 NW 1st Street, Suite 1300, Miami, Florida 33128-1989, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- a. Worker's Compensation Insurance for all employees of the vendor as required by Florida Statute 440.
- b. Commercial General Liability Insurance in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage. Miami-Dade County must be shown as an additional insured with respect to this coverage.
- c. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$500,000 combined single limit per occurrence for bodily injury and property damage.

**Under no circumstances are Contractors permitted on the Aviation Department, Aircraft Operating Airside (A.O.A) at Miami International Airport without increasing automobile coverage to \$5 million. Only vehicles owned or leased by a company will be authorized. Vehicles owned by individuals will not be authorized. \$1 million limit applies at all other airports.

2.11.3 All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

- a. The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

Or

SECTION 2
SPECIAL CONDITIONS

Doors - Maintenance and Repairs

- b. The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Financial Services and are members of the Florida Guaranty Fund.

2.11.4 Certificates will indicate no modification or change in insurance shall be made without thirty (30) days in advance notice to the certificate holder.

NOTE: Miami-Dade County solicitation number and title of solicitation must appear on each certificate.

Certificate holder must read: Miami-Dade County
111 NW 1st Street
Suite 2340
Miami, FL 33128

2.11.5 Compliance with the foregoing requirements shall not relieve the vendor of his liability and obligation under this section or under any other section of this agreement.

2.11.6 The vendor shall submit a certificate of insurance within ten (10) business days after notification of recommendation to award. If certificate does not include the coverages outlined in the terms and conditions of this solicitation, the vendor shall be given an additional five (5) business days to submit a corrected certificate to the County. Failure of the vendor to provide the required certificate of insurance within fifteen (15) business days, may result in the vendor being deemed non-responsible and the issuance of a new award recommendation.

2.11.7 The vendor shall be responsible for assuring that the insurance certificate required in conjunction with this Section remain in force for the duration of the contractual period; including any and all option years that may be granted to the vendor in accordance with Section 2, Paragraph 2.5 of the solicitation. If insurance certificates are scheduled to expire during the contractual period, the vendor shall be responsible for submitting new or renewed insurance certificates to the County at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the County shall suspend the contract until such time as the new or renewed certificates are received by the County in the manner prescribed in the solicitation; provided, however, that this suspended period does not exceed thirty (30) calendar days. If such suspension exceeds thirty (30) calendars days, the County may, at its sole discretion, terminate this contract for cause and seek re-procurement damages from the vendor in accordance with Section 1, Paragraph 1.23 of the solicitation.

2.12 BID GUARANTY

Intentionally Omitted

SECTION 2
SPECIAL CONDITIONS

Doors - Maintenance and Repairs

2.13 PERFORMANCE BOND

Intentionally Omitted

2.14 CERTIFICATE OF COMPETENCY

In accordance with the Code of Miami-Dade County, Florida, Section 10-3 (B), any person, firm, corporation or joint venture which submits an offer in response to this County solicitation shall, at the time of such offer, hold a valid Certificate of Competency to perform work on garage and industrial doors issued by the State or County Examining Board qualifying said person, firm, corporation or joint venture to perform the work proposed. If work for other trades is required in conjunction with this solicitation and will be performed by a subcontractor(s), an applicable Certificate of Competency issued to the subcontractor(s) shall be submitted with the prime vendor's offer; provided, however, that the County may at its option and in its best interest allow the vendor to supply the subcontractor(s) certificate to the County during the offer evaluation period.

2.15 METHOD OF PAYMENT: INVOICES FOR COMPLETED PURCHASES

2.15.1 The vendor(s) shall submit invoice(s) to the County user department(s) after purchase has been completed: semi-annual invoices for preventative maintenance work performed; and periodic invoices for completed repairs; subsequent to the work being examined and accepted by the County.

2.15.2 In addition to the general invoice requirements set forth below, the invoices shall be signed by an authorized representative of the County user department. Submittal of these periodic invoices shall not exceed thirty (30) calendar days from the delivery of the service. Under no circumstances shall the invoices be submitted to the County in advance of the delivery and acceptance of the work. All invoices shall contain the following basic information:

a. Vendor Information:

- The name of the business organization as specified on the contract between Miami-Dade County and vendor
- Date of invoice
- Invoice number
- Vendor's Federal Identification Number on file with Miami-Dade County

b. County Information:

- Miami-Dade County Release Purchase Order or Small Purchase Order Number

c. Pricing Information:

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- Unit price of the goods, services or property provided
- Extended total price of the goods, services or property
- Applicable discounts
- d. Goods or Services Provided per Contract:
 - Description
 - Quantity
- e. Delivery Information:
 - Delivery terms set forth within the Miami-Dade County Release Purchase Order
 - Location and date of delivery of goods, services or property

2.16 SHIPPING TERMS

Intentionally Omitted

2.17 DELIVERY REQUIREMENTS

Intentionally Omitted

2.18 BACK ORDER ALLOWANCE

Intentionally Omitted

2.19 GUARANTEE AGAINST DEFECTS SHALL BE ONE HUNDRED AND EIGHTY (180) CALENDAR DAYS

The vendor shall, in addition to all other guarantees, be responsible for faulty labor and defective material and equipment for a period of one hundred and eighty (180) calendar days after date of acceptance of the labor, material and/or equipment by the County. The vendor shall promptly correct these deficiencies, without cost to the County, within two (2) calendar days after the County notifies the vendor of such deficiencies in writing. Payment in full for the work does not constitute a waiver of guarantee.

2.20 CONTACT PERSON

2.20.1 For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Maria Hevia, at (305) 375-5073; or via email at MHevia@miamidade.gov.

2.20.2 To allow enough time for the County to respond, requests for clarification and additional information should be received at least forty-eight (48) hours before the Bid Opening Date.

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2.21 COUNTY USER ACCESS PROGRAM (UAP) FEE

2.21.1 USER ACCESS FEE

- a. Pursuant to Miami-Dade County Budget Ordinance No. 03-192, this contract is subject to a user access fee under the County User Access Program (UAP) in the amount of two percent (2%). All sales resulting from this contract, or any contract resulting from this solicitation and the utilization of the County contract price and the terms and conditions identified herein, are subject to the two percent (2%) UAP. This fee applies to all contract usage whether by County Departments or by any other governmental, quasi-governmental or not-for-profit entity.
- b. The vendor providing goods or services under this contract shall invoice the contract price and shall accept as payment thereof the contract price less the 2% UAP as full and complete payment for the goods and/or services specified on the invoice. The County shall retain the 2% UAP for use by the County to help defray the cost of the procurement program. Vendor participation in this invoice reduction portion of the UAP is mandatory.

2.21.2 JOINT PURCHASE

- a. Only those entities that have been approved by the County for participation in the County's Joint Purchase and Entity Revenue Sharing Agreement are eligible to utilize or receive Miami-Dade County contract pricing and terms and conditions. The County will provide to approved entities a UAP Participant Validation Number. The vendor must obtain the participation number from the entity prior to filling any order placed pursuant to this section. Vendor participation in this joint purchase portion of the UAP, however, is voluntary. The vendor shall notify the ordering entity, in writing, within 3 work days of receipt of an order, of a decision to decline the order.
- b. For all ordering entities located outside the geographical boundaries of Miami-Dade County, the successful vendor shall be entitled to ship goods on an "FOB Destination, Prepaid and Charged Back" basis. This allowance shall only be made when expressly authorized by a representative of the ordering entity prior to shipping the goods.
- c. Miami-Dade County shall have no liability to the vendor for the cost of any purchase made by an ordering entity under the UAP and shall not be deemed to be a party thereto. All orders shall be placed directly by the ordering entity with the vendor and shall be paid by the ordering entity less the 2% UAP.

2.21.3 VENDOR COMPLIANCE

If a vendor fails to comply with this section, that vendor may be considered in default by Miami-Dade County in accordance with Section 1, Paragraph 1.23 of this contract solicitation and the resulting contract.

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2.22 ACCIDENT PREVENTION AND BARRICADES

Precautions shall be exercised at all times for the protection of persons and property. All vendors performing services under this contract shall conform to all relevant OSHA, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible vendor. Barricades shall be provided by the vendor when work is performed in areas traversed by persons, or when deemed necessary by the County.

2.23 ADDITIONAL GROUPS/FACILITIES MAY BE ADDED

2.23.1 It is hereby agreed and understood that any County department or agency facility may be added to this contract at the option of the County. When required by the pricing structure of the contract, vendor(s) under this contract shall be invited to submit price quotes for these additional facilities. If these quotes are determined to be fair and reasonable, then the additional work will be awarded to the current contract vendor(s) that offers the lowest acceptable pricing. If this contract has a single incumbent vendor, the additional site(s) shall be added to this contract by formal modification of the award sheet. If there are multiple incumbent vendors under this contract, and the additional effort is to be assigned to only one of these vendors, a separate release order will be issued.

2.23.2 The County may determine to obtain price quotes for the additional facilities from other vendors in the event that fair and reasonable pricing is not obtained from the current contract vendors, or for other reasons at the County's discretion.

2.24 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS

It is hereby agreed and understood that any County department or agency may avail itself of this contract and purchase any and all items specified herein from the awarded bidder(s) at the contract price(s) established herein. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the additional County department(s) or agency(ies).

2.25 CLEAN-UP

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the vendor shall thoroughly clean up all areas where work has been involved as mutually agreed with the County department affected.

2.26 COMPLIANCE WITH FEDERAL STANDARDS

All items or work to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

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2.27 DELETION OF FACILITIES

It is hereby agreed and understood that any County department or agency may delete service for its facility(ies) when such service is no longer required during the contract period; upon fourteen (14) calendar days written notice to the vendor.

2.28 HOURLY RATE

The hourly rate quoted shall be deemed to provide full compensation to the vendor for labor, equipment use, travel time, and any other element of cost or price. The vendor shall comply with minimum wage standards, and/or any other wage standards specifically set forth in this solicitation and resultant contract, and any other applicable laws of the State of Florida.

2.29 LABOR, MATERIALS, AND EQUIPMENT SHALL BE SUPPLIED BY THE VENDOR

Unless otherwise provided in Section 3 (entitled "Scope of Work") of this solicitation the vendor shall furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the Scope of Work, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the County.

2.30 LICENSES, PERMITS AND FEES

The vendor shall obtain and pay for all licenses, permits and inspection fees required for this project; and shall comply with all laws, ordinances, regulations and building code requirements applicable to the work contemplated herein. Damages, penalties and or fines imposed on the County or the vendor for failure to obtain required licenses, permits or fines shall be borne by the vendor.

2.31 NOTIFICATION TO BEGIN WORK SHALL BE GIVEN THROUGH A PURCHASE ORDER

The awarded bidder shall neither commence any work, nor enter a County facility, until a Purchase Order directing the vendor to proceed with various items of work has been received from an authorized representative of the County user department; provided however, that such notification shall be superseded by any emergency work that may be required in accordance with provisions included elsewhere in this solicitation and resultant contract.

2.32 REPORTING ARRIVAL AND DEPARTURE

The awarded bidder's staff and technicians assigned to this project shall report their arrival to and departure from the facilities or job site to an authorized representative of the respective user department. The awarded bidder shall obtain the name, title, and signature of the authorized County representative for the acceptance of the work completed.

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2.33 PURCHASE OF OTHER ITEMS OR SERVICES NOT LISTED WITHIN THIS SOLICITATION BASED ON PRICE QUOTES

During the contract term there may be similar items or services that must be purchased by the County. Under these circumstances, a County representative will contact the contract vendors to obtain price quotes for the similar items. The County reserves the right to award these similar items or services to the contract vendor based on the lowest price quoted, or to acquire the items through a separate solicitation.

2.34 SPECIAL SECURITY REQUIREMENTS

2.34.1 SEAPORT DEPARTMENT (PORT OF MIAMI)

Miami-Dade County Seaport Department (Port of Miami) operates under strict security regulations. These regulations involve the issuance of special identification (ID) cards after performing complete police background checks of individuals who are employed, hired or who are required to enter the restricted areas of the Port of Miami frequently (more than 5 times within a 90-day period). These ID cards are required for access and are issued by the Seaport Department at the current cost of \$60.00 per applicant per year. Therefore, the vendor shall obtain and pay for ID cards for each of his /her employees and/or agents who will be frequently visiting or performing services at the Port of Miami restricted areas. For more information concerning ID cards, you may contact the port of Miami ID Office at (305) 347-4955.

2.34.2 WATER AND SEWER DEPARTMENT

Miami-Dade County Water and Sewer Department (WASD) operates under strict security regulations. These regulations involve the issuance of special identification (ID) cards after performing complete police background checks of individuals who are employed, hired or who are required to enter the restricted areas of WASD frequently. These ID cards are required for access and are issued by the WASD at the current cost of \$60.00 per applicant per year. Therefore, the vendor shall obtain and pay for ID cards for each of his/her employees and/or agents who will be frequently visiting or performing services at WASD restricted areas. For more information concerning WASD ID cards, contact the WASD security at (786) 552-8280.

2.34.3 AVIATION DEPARTMENT

- a. The awarded bidder acknowledges and accepts full responsibility for compliance with all applicable laws, rules and regulations including those of the Transportation Security Administration (TSA), Homeland Security, FAA and MDAD as set forth from time to time relating to the awarded bidder's activities at the Miami International Airport (MIA).
- b. In order to maintain high levels of security at MIA, the awarded bidder must obtain MDAD authorized identification badges for all its employees working in the Security Identification Display Area (SIDA) or any other secured area of the Airport. MDAD issues two types of identification badges: photo identification and non-photo identification badges. All management level staff,

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superintendents, and foremen will be required to obtain photo identification badges and shall be subject to Federal Bureau of Investigation (FBI) fingerprint-based criminal background investigation. All mechanics, apprentices, laborers, etc., will be issued non-photo identification badges. At no time will an employee bearing a non-photo identification badge be authorized in a secured MIA location without direct supervision of a photo identification badge employee, nor may a photo identification badge employee supervise more than ten employees bearing a non-photo identification badge.

- c. The awarded bidder shall be responsible for requesting MDAD to issue identification badges to its employees who the awarded bidder requests be authorized access to the SIDA and shall be further responsible for the immediate reporting of all lost or stolen ID badges and the immediate return of the ID badges of all personnel transferred from Airport assignment or terminated from the employ of the awarded bidder or upon final acceptance of the work or termination of this Contract. The awarded bidder shall be responsible for fees associated with lost and unaccounted for badges as well as the fee(s) for fingerprinting and ID issuance.
- d. All employees of the awarded bidder, subcontractors, or trade contractors which must work within MDAD secured areas at Miami International Airport shall be supplied with MDAD identification badges as specified above, which must be worn at all times while within the secured area. Badges shall be worn on outer garments above the waist so as to be clearly visible in order to distinguish, on sight, employees assigned to a particular contractor. Non-photo identification badges shall be identified numerically and issued individually. Employers shall maintain a permanent record showing to whom each badge is issued. Responsibility for supply, issuance, and control of non-photo identification badges shall be that of the awarded bidder. The Security and Safety Division of MDAD shall provide the identification badges to the awarded bidder. Each employee must complete the SIDA training program conducted by MDAD and comply with all other TSA, Homeland Security, FAA or MDAD requirements as specified by MDAD at the time of application for the ID badge before an ID badge is issued. At the present time, MDAD Security and Safety ID Section regularly provide SIDA Training.
- e. Contractor Ramp Permits will be issued to the awarded bidder authorizing vehicle entrance to the Airfield Operations Area (AOA) through specified Miami-Dade Aviation Department guard gates for the term of this contract. These permits will be issued only for those vehicles (including vehicles belonging to any subcontractors) that must have access to the site during the performance of the work. These permits will be only issued to company-owned vehicles or to company-leased vehicles (leased from a commercial leasing company). AOA decals, passes, or permits to operate within the AOA will not be issued to privately owned or privately leased vehicles. All vehicles operating within the AOA must have conspicuous company identification signs (minimum of three inch lettering) displayed on both sides of the vehicle. All vehicles operating within the AOA must be provided with the Automobile Liability Insurance required elsewhere in this contract. Proof of insurance shall be provided to MDAD Airside Operations Division upon request.

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- f. Vehicles delivering materials to the site will be given temporary passes at the appropriate guard gate. These vehicles shall not be permitted to operate within the AOA without MDAD escort to be provided by MDAD's Operations Division. To obtain an escort, the awarded bidder shall notify MDAD Airside Operations Division 24 hours in advance of such need. These passes shall be surrendered upon leaving the AOA. All vehicles shall be marked with company name to ensure positive identification at all times while in the AOA.
- g. Only the awarded bidder's management level staff, supervisors and foremen with pictured I.D. will be allowed to operate a motor vehicle on the AOA without MDAD escort. The awarded bidder shall require those employees to have a current, valid, appropriate Florida driver's license and to attend and successfully complete the AOA Driver Training Course conducted periodically by MDAD. The privilege of a person to operate a motor vehicle on the AOA may be withdrawn by MDAD because of violation of AOA driving rules or loss of Florida driver's license.
- h. The awarded bidder agrees that its personnel, vehicles, cargo, goods, and other personal property are subject to being searched when attempting to enter, leave or while on the AOA. It is further agreed that the MDAD has the right to prohibit an individual, agent, or employee of the awarded bidder or subcontractor from entering the AOA, based upon facts which would lead a person of reasonable prudence to believe that such individual might be inclined to engage in theft, cargo tampering, aircraft sabotage, or other unlawful activities, including repeated failure to comply with TSA, Homeland Security, FAA and MDAD SIDA/access control policies, rules and regulations. Any person denied access to the AOA or whose prior authorization has been revoked or suspended on such grounds shall be entitled to a review hearing before the Director or his/her authorized designee within a reasonable time. Prior to such hearing, the person denied access to the AOA shall be advised, in writing, of the reasons for such denial. The awarded bidder acknowledges and understands that these provisions are for the protection of all users of the AOA and are intended to reduce the incidence of thefts, cargo tampering, aircraft sabotage, and other unlawful activities at the Airport and to maximize compliance with TSA, Homeland Security, FAA, and MDAD access control policies and procedures.
- i. The awarded bidder understands and agrees that vehicle and equipment shall not be parked/stored on the AOA in areas not designated or authorized by MDAD nor in any manner contrary to any posted regulatory signs, traffic control devices, or pavement markings.
- j. The awarded bidder understands and agrees that all persons entering and working in or around arriving international aircraft and facilities used by the various Federal Inspection Services agencies may be subject to the consent and approval of such agencies. Persons not approved or consented to by the Federal Inspection Services agencies shall not be employed by the awarded bidder in areas under the jurisdiction or control of such agencies. Persons not approved or consented to by the Federal Inspection Services agencies who

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enter such areas are subject to fines, which shall be borne entirely by the persons and/or the awarded bidder.

- k. Prior to Substantial Completion or Beneficial Occupancy of any facility that will permit access to the AOA via doors or gates, the awarded bidder shall either (a) keep all such doors and/or gates locked at all times or (b) position a security guard or designated employee to monitor any door and/or gate that must remain open. Keys to such doors and gates shall be limited and issued only to company employees with a current MDAD picture ID. Door/gate keys shall be numbered and stamped "Do Not Duplicate." The awarded bidder shall keep a log of all keys issued and to whom. The log is subject to audit by the County. Employees must have their assigned key in their possession at the time of audit. Failure to comply with these requirements can result in monetary fines, loss of access to the AOA, and/or termination from this Contract.
- l. Notwithstanding the specific provisions of this Section, the County shall have the right to add to, amend, or delete any portion hereof in order to meet reasonable security requirement of TSA, Homeland Security, FAA and MDAD.
- m. The awarded bidder shall ensure that all employees so required participate in such safety, security, and other training and instructional programs, as MDAD or appropriate Federal agencies may from time to time require.
- n. The awarded bidder agrees that it shall include in all contracts and subcontracts with its MIA subcontractors, service providers, and suppliers an obligation by such parties to comply with all security requirements applicable to their operations at the Airport. The awarded bidder agrees that, in addition to all remedies, penalties, and sanctions that may be imposed by TSA, Homeland Security, FAA or the MDAD upon the awarded bidder's subcontractors, suppliers, and their individual employees for a violation of applicable security provisions, the awarded bidder shall be responsible to the County for all such violations and shall indemnify and hold the County harmless for all costs, fines and penalties arising there from, such costs to include reasonable attorneys' fees.
- o. The employee(s) of the awarded bidder shall be considered to be at all times its employee(s), and not an employee(s) or agent(s) of the County or any of its departments. The awarded bidder shall provide employees who are competent and physically capable of performing the work as required. The County may require the awarded bidder to remove any employee it deems unacceptable. All employees of the awarded bidder shall wear proper identification.

2.34.4 CORRECTIONS AND REHABILITATIONS DEPARTMENT

Miami-Dade County Corrections and Rehabilitations Department (MDCR) operates under strict security situations and as such awarded vendors must ensure all vendor employees are clearly identified by wearing company uniforms and company identification badges. All vendor employees identified for entering jail facilities to

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service or repair the roll-up doors/gates will have back ground checks conducted prior to being granted access into the facilities. Access will be granted as a whole to all jail facilities once the background and administrative check is completed successfully. The background check forms must be submitted within 3 days of the start of the contract and preferable before the start date. All new employees will be processed prior to entering any jail facilities. There are no costs for these background checks. For more information regarding the MDCR background procedures, contact the Facilities Management Bureau office at (786) 263-6408/6407.

2.34.5 MIAMI-DADE TRANSIT DEPARTMENT

Miami-Dade Transit Department (MDT) operates under strict security situations and as such awarded bidders must ensure all its employees are clearly identified by wearing company uniforms and company identification badges. The awarded bidder's vehicles shall bear company identification while in premises. The awarded bidder understands and agrees that vehicle and equipment shall not be parked/stored in areas not designated or authorized by MDT nor in any manner contrary to any posted regulatory signs, traffic control devices, or pavement markings. Issuance of a MDT Contractor ID card free of charge shall be based on complexity and duration of repair work.

2.35 SUB-CONTRACTORS OF WORK SHALL BE IDENTIFIED

NOTE: This requirement is separate and independent from SBE requirements as may be stated in Section 2, Paragraph 2.2

As part of its bid submittal, the bidder is required to identify any and all subcontractors that will be used in the performance of the proposed contract, their capabilities and experience, and the portion of the work to be done by the subcontractor. The competency of the subcontractor(s) with respect to experience, skill, responsibility and business standing shall be considered by the County when making the award in the best interest of the County. If the bidder fails to identify any and all sub-contractors in its bid, the bidder may be allowed to submit this documentation to the County during the bid evaluation period if such action is in the best interest of the County.

2.36 CHARGES FOR PARTS

The vendor shall not charge the County any mark-up on parts provided for work performed under this contract. Parts provided for repair or maintenance work shall be provided at the vendor's cost or at a discounted price to the County.

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2.37 WORKING HOURS

Except as agreed with a County user department, the vendor shall perform the requirements of this contract during regular working hours and days. Regular working hours and days are defined as Mondays through Fridays, 8:00AM to 5:00PM.

2.38 EMERGENCY SERVICE:

The vendor shall provide 24 hours, 7 days a week emergency service to the County under the contract. During regular working hours, Monday through Friday, 8:00 AM to 5:00 PM, emergency service response time (defined as the time from acknowledged notification to arrival on-site) shall be within one-half (1.5) hours after notification by the County. During other than regular working hours, the emergency response time, as defined above, shall be within two (2) hours after notification by the County. For repair jobs, a written proposal is required. Unforeseen costs above original proposal will require prior approval.

Emergency Services will be paid at the regular hourly rate when performed Monday through Friday between the hours of 8:00AM to 5:00PM, including County observed holidays and at time and a half (1-1/2) when performed at any other time.

2.39 REQUIRED RESPONSE TIME FOR REGULAR SERVICE CALLS FOR REPAIR

Vendor shall acknowledge all service calls within an hour of notification from the County department representative. The vendor should respond to the actual service call location within twenty-four hours after the County department contacts the vendors unless instructed differently by the using department's representative.

SECTION 3
SCOPE OF WORK
Doors - Maintenance and Repairs

3.1 SCOPE OF WORK

- 3.1.1 The vendor shall furnish all parts, accessories, and materials necessary to perform semi-annual preventative maintenance, emergency and non-emergency repair services of roll-up doors, bi-fold bay doors, overhead doors, and other types of doors at various locations throughout Miami-Dade County.
- 3.1.2 The vendor shall furnish all parts, accessories, and materials necessary to perform the work when instructed by an authorized representative of a County user department.
- 3.1.3 The vendor shall immediately answer all requests for service calls when contacted and if a voice message is left, the vendor shall respond no later than 15 minutes following the initial phone call for service. The vendor shall respond to the actual service call location within 90 minutes after the County department contacts the vendor for service during normal working hours on regular working days. For after hours and on weekends and holidays, vendor shall respond no later than 2 hours after being called for repair service. (See Section 2, Paragraph 2.28)

3.2 LOCATIONS AND DESCRIPTION OF SERVICE REQUIRED

- 3.2.1 THE FOLLOWING MIAMI DADE COUNTY DEPARTMENTS REQUIRE **PREVENTATIVE MAINTENANCE AND REPAIR SERVICES:**

MIAMI-DADE SUSTAINABILITY, PLANNING AND ECONOMIC ENHANCEMENT DEPT

	Locations	Type of Door	# of Doors
1	2615 NW 10 th Avenue	Roll-up Doors similar to those at Fire Stations	6

MIAMI-DADE FIRE RESCUE DEPARTMENT

	Locations	Type of Door	# of Doors
1	Miami Lakes 16699 NW 67 Ave	Large and small missile impact roll-up overhead garage door	4
2	Model Cities 6460 NW 27 Ave	Bi-fold bay doors	6
3	Tropical Park 3911 SW 82 Ave	Large and small missile impact roll-up overhead garage door	2
4	Coral Reef 9201 SW 152 nd St	Large and small missile impact roll-up overhead garage door	4
5	Princeton 13150 SW 238 St	Roll-up overhead garage door	2
6	Modello 15890 SW 288 St	Large and small missile impact roll-up overhead garage door	4
7	W. Little River 9350 NW 22 Ave	Large and small missile impact roll-up overhead garage door	4
8	Aventura 2900 Aventura Blvd	Roll-up overhead garage door	5

SECTION 3
SCOPE OF WORK
Doors - Maintenance and Repairs

MIAMI-DADE FIRE RESCUE DEPARTMENT (Continued)

	Locations	Type of Door	# of Doors
9	Kendall 7777 SW 117 th Avenue	Large and small missile impact roll-up overhead garage door	3
10	Sunny Isles 75 – 172 Street	Large and small missile impact roll-up overhead garage door	6
11	Carol City 18705 NW 27 th Avenue	Roll-up overhead garage door	4
12.	Logistical Services Building 6000 SW 87 Avenue	Roll-up overhead garage door	20
13	South Miami 5860 SW 70 th Street	Large and small missile impact roll-up overhead garage door	5
14	Key Biscayne 2 Crandon Boulevard	Large and small missile impact roll-up overhead garage door	4
15	Homestead (Old Station) 325 NW 2 nd Street	Roll-up overhead garage door	7
16	Homestead (New Station) 325 NW 2 nd Street	Bi-fold bay door	6
17	Virginia Gardens 7050 NW 36 th Street	Large and small missile impact roll-up overhead garage door	4
18	N. Miami West 650 NW 131 st Street	Roll-up overhead garage door	4
19	N. Miami East 13000 NE 16 Avenue	Large and small missile impact roll-up overhead garage door	3
20	Haulover 10500 Collins Avenue	Large and small missile impact roll-up overhead garage door	6
21	NE Region 15655 Biscayne Boulevard	Large and small missile impact roll-up overhead garage door	4
22	Sunny Land 7825 SW 104 th Street	Large and small missile impact roll-up overhead garage door	4
23	Opa-Locka 3190 NW 119 th Street	Large and small missile impact roll-up overhead garage door	6
24	Hialeah Gardens 10350 NW 87 Avenue	Roll-up overhead garage door	1
25	Sweetwater 351 SW 107 Avenue	Large and small missile impact roll-up overhead garage door	4
26	Miami Shores 9500 NW 2 Avenue	Large and small missile impact roll-up overhead garage door	4
27	Sun Ray 17050 NE 19 Avenue	Roll-up overhead garage door	4
28	Uleta 16899 NE 3 Court	Roll-up overhead garage door	2

SECTION 3
SCOPE OF WORK
Doors - Maintenance and Repairs

MIAMI-DADE FIRE RESCUE DEPARTMENT (continued)

	Locations	Type of Door	# of Doors
29	Cutler Ridge 10850 SW 211 Street	Roll-up overhead garage door	8
30	Miami Spring 201 Westward Drive	Roll-up overhead garage door	2
31	Hammocks 10001 Hammocks Boulevard	Large and small missile impact roll-up overhead garage door	5
32	West Bird 4200 SW 142 Avenue	Large and small missile impact roll-up overhead garage door	3
33	Golden Glades 575 NW 199 th Street	Large and small missile impact roll-up overhead garage door	3
34	Seaport 1301 African Way, Shed A	Roll-up overhead garage door	4
35	West Miami 901 SW 62 Avenue	Roll-up overhead garage door	2
36	Fisher Island 65 Fisher Island Drive	Roll-up overhead garage door	4
37	Richmond 13390 SW 152 nd Street	Large and small missile impact roll-up overhead garage door	4
38	Palm Springs North 7700 NW 186 th Street	Large and Small Missile Impact Roll-UP Overhead Garage Door	4
39	Doral 9710 NW 58 th Street	Large and small missile impact roll-up overhead garage door	3
40	Medley 10200 NW 116 Way	Large and small missile impact roll-up overhead garage door	4
41	Westchester 9361 SW 24 th Street	Large and small missile impact roll-up overhead garage door	2
42	Fontainebleau 8825 NW 18 th Terrace	Large and small missile impact roll-up overhead garage door	4
43	Pinecrest 10850 SW 57 th Avenue	Roll-up overhead garage door	1
44	Perrine 9798 Hibiscus Street	Large and small missile impact roll-up overhead garage door	2
45	Honey Hill 4775 NW 199 th Street	Large and small missile impact roll-up overhead garage door	4
46	S. Miami Heights 12105 Quail Roost Dr	Large and small missile impact roll-up overhead garage door	4
47	Turnpike 11600 SW Turnpike Hwy	Large and small missile impact roll-up overhead garage door	4
48	Bunche Park 15250 NW 27 th Avenue	Large and small missile impact roll-up overhead garage door	4

SECTION 3
SCOPE OF WORK
Doors - Maintenance and Repairs

MIAMI-DADE FIRE RESCUE DEPARTMENT (Continued)

	Locations	Type of Door	# of Doors
49	Saga Bay 21501 SW 87 th Avenue	Large and small missile impact roll-up overhead garage door	4
50	West Sunset 16250 SW 72 nd Avenue	Large and small missile impact roll-up overhead garage door	4
51	8501 SW 127 Ave.	Roll-up overhead garage door	4
52	12700 SW 6 St.	Roll-up overhead garage door	4
53	17605 Coconut Palm	Roll-up overhead garage door	4
54	15155 SW 10 Street	Roll-up overhead garage door	4
55	Perrine 9798 Hibiscus Street	Roll-up overhead garage door	2
56	Homestead 1350 SE 24 Street	Roll-up overhead garage door	4
57	Village of Homestead 3100 SE 8 Street	Roll-up overhead garage door	6
58	Doral 11151 NW 74 Street	Bi-bold bay door	6
59	Headquarters (FMB) 9300 NW 41 Street	Roll-up overhead garage door	12
60	Headquarters Training Site 9300 NW 41 Street	Roll-up overhead garage door	14
61	Warehouse 8010 NW 60 Street	Roll-up overhead garage door	8
62	Doral	Rolling grille (Interior)	2
63	Doral 8141 NW 80 Street	Roll-up overhead garage door	10

SECTION 3
SCOPE OF WORK
Doors - Maintenance and Repairs

INTERNAL SERVICES DEPARTMENT

	Locations	# of Doors
1	Courthouse Center, 175 N.W. 1 st Avenue, Suite # 152	5
2	SPCC, 111 NW 1 Street	7
3	Medical Examiner Dept, 1851 NW 10 th Avenue	4
4	Metro Annex, 860 NW 23 rd Street	1
5	E.R. Graham, 1350 N. W. 12 TH Avenue	1
6	Brummer Building (PD), 1320 N. W. 14 TH Street	1
7	Coral Gables Court house, 3100 Ponce De Leon Blvd.	2
8	Business Supplies Print Shop Warehouse, 2225 NW 72 Avenue	1
9	County Store, 980 W. 84 th Street	1
10	DCC, 73 west Flagler	4
11	MDFB, 140 West Flagler	3
12	Cultural Center, 101 West Flagler	1
13	CSF, 200 NW 1 st Street	3
14	Garage 5, 270 NW 2 nd Street	5
15	Record Center, 9350 NW 12 th Street	1
16	Elections Building, 2700 NW 87 Avenue	8
17	Landmark, 20000 NW 47 Avenue	16
18	Richard E. Gerstein Building, 1351 NW 12 Avenue	3
19	ISD Trade Shops, 3501 NW 46 Street	8
20	Overtown Transit Village North, 701 NW 1 Court	3
21	Overtown Transit Village South, 601 NW 1 Court	1
22	Data Processing Center, 5680 SW 87 th Avenue	7
23	Telecommunications Center, 6010 SW 87 th Avenue	11
24	Shop 1 Main - E8A6, 703 NW 25th Street	6
25	Downtown Motor Pool - D5B7, 201 NW 1st Street	4
26	Police Headquarters, 9109 NW 25th Street	9
27	South Dade Government Center, 10740 SW 211th Street	7
28	Station 1, 5975 Miami Lakes Drive	2
29	Station 2, 2950 NW 83rd Street	1
30	Station 5, 7707 SW 117th Avenue	1
31	Station 6, 15665 Biscayne Boulevard	1
32	Station 8, 10000 SW 142nd Avenue	4
33	Station 9, 18802 NW 27th Avenue	4
34	Shop 2, Auto, 6100 SW 87th Avenue	5
35	Shop 3, Auto, 8801 NW 58th Street	2
36	Shop 3, Main, 8801 NW 58th Street	14
37	Shop 3A, Northeast, 18701 NE 6th Avenue	8
38	Shop 3B, Southwest, 7900 SW 107th Avenue	8
39	8801 NW 58th Street	8
40	Shop 3D, 10820 SW 211 Street	6
41	Tire Shop, 8801 NW 58th Street	2
42	ICFB Building, 11500 NW 25 th Street	4

SECTION 3
SCOPE OF WORK
Doors - Maintenance and Repairs

MIAMI DADE TRANSIT DEPARTMENT

	Locations	# of Doors
1	Central Bus Facility Revenue, 3300 NW 32 nd Ave	1
2	Central Bus Facility, O&I, Fuel Island, 3431 NW 31 st St.	1
3	Central Bus Facility, O&I, 3431 NW 31 st St.	23
4	Central Bus Facility, SS, 3295 NW 31 st St.	43
5	Central Bus Facility, BMB, 3311 NW 31 st St.	4
6	Central Bus Facility, FAC, 3312 NW 31 st St.	4
7	Central Bus Facility, WHSE, 3401 NW 31 st St.	4
8	Coral Way Bus, 2775 SW 74 Ave.	38
9	Northeast Bus Facility, 360 NE 185 St. Northeast Garage	29
10	William Lehman Facility, 6601 NW 72 Ave.	38
11	Palmetto Station, 7701 NW 79 Ave.	6
12	Okeechobee Station, 2005 W Okeechobee Rd	11
13	Hialeah Station, 115 East 21 st St.	6
14	Tri-Rail Station, 1125 East 25 th St.	3
15	Northside Station, 3150 NW 79 th St.	6
16	Martin Luther King Station, 6205 NW 27 th Ave.	16
17	Brownsville Station, 5200 NW 27 th Ave.	6
18	Earlington Heights Station, 2100 NW 41 St.	4
19	Allapattah Station, 3501 NW 12 th Ave.	3
20	Santa Clara Station, 2050 NW 12 th Ave.	4
21	Civic Center Station, 1501 NW 12 th Ave.	2
22	Culmer Station, 701 NW 11 th St.	4
23	Overtown Station, 100 NW 6 th St.	3
24	Government Center Station, 111 NW 1 st St.	4
25	Brickell Station, 801 SW 1 st Ave.	3
26	Vizcaya Station, 3201 SW 1 st Ave.	3
27	Coconut Grove Station, 2780 SW 27 th Ave.	3
28	University Station, 5400 Ponce De Leon Blvd	3
29	Douglas Road Station, 3100 Douglas Rd.	6
30	South Miami Station, 5949 Sunset Dr.	12
31	Dadeland North Station, 8300 South Dixie Hwy	12
32	Dadeland South Station, 9150 Dadeland Blvd	3
33	DPM Maintenance Bldg/Downtown, 100 SW 1 st Ave.	9
34	School Board DPM, 50 NE 15 St.	3

SECTION 3
SCOPE OF WORK
Doors - Maintenance and Repairs

MIAMI-DADE POLICE DEPARTMENT

	Locations	# of Doors
1	Special Patrol Bureau 1567 NW 79 th Avenue	10
2	Professional Compliance Bureau 18805 NW 27 th Avenue	2
3	Facilities Maintenance Section (South Office) 7617 SW 117 th Avenue	2
4	Tamiami Aviation Unit 13930 SW 127 th Avenue	1
5	Opa-Locka Aviation 4285 NW 145 th Street	1
6	Confiscated Property 18930 SW 216 th Street	1

MIAMI-DADE WATER AND SEWER DEPARTMENT

	Locations	# of Doors
1	36 th Street, 3625 NW 10 Avenue	3
2	Alex Orr, 6800 SW 87 Avenue	1
3	Distribution, 1001 NW 11 Street	22
4	Douglas, 3071 SW 38 Avenue	4 (and 1 window)
5	HUD, 678 NW 7 Street	8
6	LeJeune, 3575 S LeJeune Road	1
7	Medley, 7301 NW 70 Street	6
8	South Miami Heights, 20820 SW 117 Avenue	8
9	Virginia Key, 3939 Rickenbacker Causeway	3
10	Westwood Lakes, 4801 SW 117 Avenue	21 (and 1 window)
11	Hialeah – Preston, 1100 W 2 Avenue	37
12	P.S.#516, 10390 Puerto Rico Drive (Cutler Bay)	1 (roll-up)
13	P.S.#517, 18445 Old Cutler Road (Palmetto Bay)	1(roll-up)
14	P.S.#522, 20900 SW 117th Avenue (SMH Facility)	1(roll-up)
15	P.S.#691, 551 SE 8th Street (Homestead)	1(roll-up)
16	P.S.#692, 30211 SW 147 Avenue (Miami)	1(roll-up)
17	P.S.#706, 18710 SW 87th Avenue (Miami)	1(roll-up)
18	P.S.#1010, 28402 SW 144th Avenue (Miami)	1(roll-up)
19	P.S.#1051, 18701 Lenaire Drive (Cutler Bay)	1(roll-up)
20	P.S.#1072, 35401 SW 179 Avenue (Miami)	1(roll-up)
21	P.S.#1073, 460 NW 5th Avenue (Florida City)	1(roll-up)
22	P.S.#536, 8989 SW 117th Avenue	3(roll-up)
23	P.S.#559, 8700 SW 95th Avenue	2(roll-up)
24	P.S.#571, 8260 SW 97 Avenue	1(roll-up)
25	P.S.#300, 12700 NW 30th Avenue	1(roll-up)
26	P.S.#307, 201 W. 74th Place	1(roll-up)
27	P.S.#329, 6350 Lake Patricia Drive	1(roll-up)
28	P.S.#345, 15000 NW 37th Avenue	1(roll-up)

SECTION 3
SCOPE OF WORK
Doors - Maintenance and Repairs

MIAMI-DADE WATER AND SEWER DEPARTMENT

	Locations	# of Doors
29	P.S.#346, 13760 NE 5th Avenue	1(roll-up)
30	P.S.#347, 1825 NE 150th Street	1(roll-up)
31	P.S.#348, 5700 E. 8th Avenue	1(roll-up)
32	P.S.#414, 13940 NW 60th Avenue	1(roll-up)
33	P.S.#415, 3750 NW 181st Street	1(roll-up)
34	P.S.#416, 7301 NW 186th Street	1(roll-up)
35	P.S.#417, 7870 NW 178th Street	1(roll-up)
36	P.S.#418, 3330 W. 76th Street	1(roll-up)
37	P.S.#421, 20215 NW 2nd Avenue	1(roll-up)
38	P.S.#422, 3028 NW 208th Terrace	1(roll-up)
39	P.S.#423, 2459 NE 204th Street	1(roll-up)
40	P.S.#424, 21101 NE 28th Avenue	1(roll-up)
41	P.S.#425, 19201 NE 29th Avenue	1(roll-up)
42	P.S.#426, 4001 NE 163rd Street	1(roll-up)
43	P.S.#1310, 151 NW 37th Avenue	2(roll-up)
44	P.S.#187, 1 Northwest Blvd.	1(roll-up)

3.2.2 THE FOLLOWING MIAMI DADE COUNTY DEPARTMENTS REQUIRE REPAIR SERVICES ONLY – NO PREVENTATIVE MAINTENANCE REQUIRED:

MIAMI-DADE AVIATION DEPARTMENT

Locations
Miami International Airport (MIA), 4331 NW 22 Street, Miami, FL
Opalocka Airport, 14201 NW 42 Avenue, Miami, FL
Kendall – Tamiami Executive Airport, 12800 SW 145 Avenue, Miami, FL
Homestead General Airport, 28700 SW 217 Avenue, Miami, FL
T & T (Training and Transition) Airport, 54575 E Tamiami Trail Ochopee, FL

MIAMI-DADE CORRECTIONS & REHABILITATION DEPARTMENT

	Locations	# of Doors
1	Pre-Trial Detention Center, 1321 NW 13 St	7
2	Women's Detention Center, 1401 NW 7 Ave	1
3	Turner-Guilford-Knight Correction Center, 7000 NW 41 St	9
4	Training Treatment Center, 6950 NW 41 St	20*
5	Metro West Detention Center, 13850 NW 41 St	3
6	Property Warehouse, 7845/7855 NW 148 St	4

Note: *Denotes all gates are manual roll-up (not electromechanical).

SECTION 3
SCOPE OF WORK
Doors - Maintenance and Repairs

MIAMI-DADE PARKS, RECREATION AND OPEN SPACES DEPARTMENT

Note: All doors under this group are roll-up doors. Some locations include roll-up windows as indicated.

	Locations	# of Doors (and Roll-Up Windows)
1	Amelia Earhart Park, 401 E 65 Street	2 (and 3 windows)
2	Arcola Park, 1680 NW 87 Street	1
3	Arcola Pool, 1680 NW 87 Street	2
4	Country Lake Park, 19505 NW 87 Avenue	1
5	Country Village Park, 6550 NW 188 Terrace	2
6	Gwen Cherry Pool, 7090 NW 22 Avenue	1
7	Highland Oaks Park, 20300 NE 24 Avenue	1
8	Jefferson Reaves Sr Park, 3090 NW 50 th Street	8
9	Little River Park, 10525 NW 24 Avenue	1 (and 1 window)
10	Little River Pool, 10525 NW 24 Avenue	1
11	Dr. MLK Jr. Memorial Park, 6160 NW 32 Court	1
12	Dr. MLK Jr. Memorial Park Maintenance Shop, 6160 NW 32 Court	3
13	Marva Y. Bannerman Pool, 4830 NW 24 Avenue	2
14	Norman & Jean Reach Park, 7901 NW 176 Street	1
15	NFL/YET Center @ Gwen Cherry Park, 7090 NW 22 Avenue	5 (and 2 windows)
16	Olinda Park, 5100 NW 21 st Avenue	1
17	West Little River Park, 2450 NW 84 Street	2 (and 1 window)
18	Crandon Park (Concession 1), 6747 Crandon Boulevard	6
19	Crandon Park (Concession 2), 6747 Crandon Boulevard	3
20	Crandon Park (Concession 3), 6747 Crandon Boulevard	9
21	Crandon Park (Snack Bar), 6747 Crandon Boulevard	5 (and 5 windows)
22	Crandon Park (Carousel), 6747 Crandon Boulevard	8
23	Pelican Harbor (Pier A), 1275 NE 79 Street	1
24	Pelican Harbor (Fuel Dock), 1275 NE 79 Street	1
25	Tennis Center (Pro Shop), 7300 Crandon Boulevard	1
26	Tennis Center (Stadium), 7300 Crandon Boulevard	1
27	Tennis Center (Loading Dock), 7300 Crandon Boulevard	1
28	Tennis Center (Concession), 7300 Crandon Boulevard	2
29	Matheson Hammock, 9610 Old Cutler Road	1
30	Black Point, 24775 SW 87 Avenue	3
31	Haulover Park (Maintenance), 10800 Collins Avenue	4
32	Haulover Park (Turtle Hut), 10800 Collins Avenue	1
33	Haulover Park (Old Bath House), 10800 Collins Avenue	1
34	Kendall Shops Warehouse, 11395 SW 79 Street	15
35	South Trade, 12451 SW 184 Street	19
36	North Trade, 200 West 74 Place	15 (and 4 windows)
37	Warehouse, 11379 SW 79 Street	3
38	Devon Air Park, 10411 SW 122 Avenue	2 (and 1 window)
39	Camp Owaissa Bauer, 17001 SW 264 Street	1 (and 2 windows)
40	Deerwood Bonita Lakes, 14445 SW 122 Avenue	1 (and 1 window)

SECTION 3
SCOPE OF WORK
Doors - Maintenance and Repairs

MIAMI-DADE PARKS, RECREATION AND OPEN SPACES DEPARTMENT (Continued)

	Locations	# of Doors (and Roll-Up Windows)
41	Wild Lime, 14751 Hammocks Boulevard	1 (and 2 windows)
42	Eureka Villas, 18320 SW 119 Avenue	1 (and 1 window)
43	Hammocks Community, 9885 Hammocks Boulevard	2 (and 5 windows)
44	West Kendall Dog Park, 12001 SW 157 Avenue	1
45	South Dade Park, 28151 SW 164 th Avenue	1
46	Helen Sands Pool Park, 16350 SW 280 Street	2
47	Sgt Joseph Delancy Park, 14450 Boggs Drive	1 (and 2 windows)
48	Eureka Park, 18320 SW 119 Avenue	1 (and 2 windows)
49	Colonial Drive Park, 10750 SW 156 Terrace	1 (and 1 window)
50	West Perrine, 10371 SW 170 Terrace	2 (and 1 window)
51	Goulds Park, 11350 SW 216 Street	4 (and 1 window)
52	Southridge Park, 11250 SW 192 Street	4
53	Naranja Park, 14150 SW 264 Street	2
54	Homestead Air Reserve Park, 27401 SW 127 Avenue	1 (and 1 window)
55	Crandon Tennis Stadium, 7300 Crandon Boulevard	15 (windows)

PORT OF MIAMI

	Locations	# of Doors
1	1580 Maintenance Building	11
2	Garage – C	1
3	Shed – C	14
4	Terminal – B and C	16
5	Shed – B	25
6	Terminal – D	33
7	Terminal – 10	9
8	Terminal – E	33
9	Terminal – 2/Pod 2	1
10	Pod – 3	1
11	Terminal – F	41
12	Pod – 4	1
13	Terminal – G	40
14	Pod – 5	1
15	Terminal – J	4
16	Shed – E	10

3.3 PARTS, ACCESSORIES AND MATERIALS

All parts, accessories, and materials used shall be genuine parts as manufactured and distributed by the manufacturer of the industrial doors being serviced. All non-original equipment manufacturer parts must be approved by the County user department before installation on an industrial door.

SECTION 3
SCOPE OF WORK
Doors - Maintenance and Repairs

3.4 LUBRICANTS

The lubricants used shall comply with the specifications for lubricants recommended by the equipment manufacturer for the particular type of industrial door to be repaired. Oils and greases must be approved by the manufacturer.

3.5 PREVENTATIVE MAINTENANCE SERVICE REQUIREMENTS

3.5.1 The vendor shall inspect each door every six (6) months and shall render such preventative maintenance care as necessary to keep the equipment in proper and safe operating condition. The service must include:

- a. Adjust, clean, and lubricate the parts and mechanism;
- b. Operate each door while inspecting gears, chains, and other moving parts for free operation, wear, and possible damage.
- c. Inspect curtain guides for dents and obstruction.
- d. Inspect curtain slates for dents and holes.
- e. Inspect and, if necessary, adjust the torsion of the counter balance spring.
- f. Inspect and, if necessary, apply more lubrication to gears and other moving parts.
- g. Perform all necessary maintenance work, including examination, cleaning, adjustment, lubrication, repairs, and replacement.
- h. Inspect the motor for any electrical faults or deficiencies. Correct electrical faults and deficiencies as appropriate.
- i. Inspect and, if necessary, adjust the limit switches

Note: During preventative maintenance and inspection, if the vendor should discover a needed repair not covered under the semi-annual preventative maintenance charges, the vendor shall notify the user department and provide a written estimate for the repair. The written estimate shall detail the materials and labor charges separately, and must be approved by the County user department prior to the vendor proceeding with the work.

The County reserves the right to request comparable quotes from other vendors and to award the repair in accordance with Section 1, paragraph 1.9 of this solicitation.

Note: Upon completion of the maintenance service the vendor must complete a "Checklist for Maintenance Services", see sample form to be completed page 28 of this solicitation.

SECTION 3
SCOPE OF WORK
Doors - Maintenance and Repairs

3.6 REQUIREMENTS AND PROCEDURES FOR REPAIR SERVICE

- 3.6.1 An immediate assessment of the problem encountered must be communicated to the County user department within 30 minutes of arrival at site. If an immediate repair is not possible, the vendor must provide an accurate projection of expected completion time.
- 3.6.2 Whenever possible, the vendor shall submit a written estimate for each repair job. The estimate shall be based on the vendors contracted labor rate, parts and materials required to complete the specific repair project. A projected time for completion must be included in the estimate; and lump sum estimates will not be accepted.
- 3.6.3 When an immediate repair is not possible, the industrial door must be secured in the closed position or to the greatest extent practical in order to protect the integrity of the facility, its occupants, and contents.
- 3.6.4 Repairs that take more than 24 hours to complete must be justified. Long duration jobs exceeding 24 hours, in which the door cannot be operated and the building secured, will require the County to provide staff to safeguard the facility. The County reserves the right to charge the vendor for these extraordinary expenses.
- 3.6.5 In the event that a repair takes more than 24 hours to complete, the vendor shall provide the County user department with twice-daily progress reports. Status calls should be spaced (i.e. AM and PM) and an expected completion time refined at each report.
- 3.6.6 If the repair work extends beyond 96 hours without the user department's approval, the County reserves the right to discharge the vendor and secure the completion of the repairs from other contract vendors, or from other sources in the best interest of the County. The first vendor shall be liable for any re-procurement charges.

SECTION 3
SCOPE OF WORK
Doors - Maintenance and Repairs

CHECKLIST FOR MAINTENANCE SERVICE

IN ACCORDANCE WITH SECTION 3, PARAGRAPH 3.5, MAINTENANCE SERVICE TO INCLUDE THE FOLLOWING:

Item No.	Description of Service	Initial as Completed
a	Adjust, clean and lubricate all parts and mechanisms	
b	Operate each door while inspecting gears, chains, and other moving parts for free operation, wear, and possible damage	
c	Inspect curtain guides for dents and obstruction	
d	Inspect curtain slates for dents and holes	
e	Inspect and, if necessary, adjust the torsion of the counter balance spring	
f	Inspect and, if necessary, apply more lubrication to gears and other moving parts	
g	Perform all necessary maintenance work, including examination, cleaning, adjustment, lubrication, repairs, and replacement	
h	Inspect the motor for any electrical faults or deficiencies. Correct electrical faults and deficiencies as appropriate	

During the preventative maintenance and inspection, needed repair not covered under the semi-annual preventative maintenance, became evident. This notice is to notify the user department of the need for repairs not covered under the semi-annual preventative maintenance. A written estimate, as required, will be provided.	Repair Required _____	Repair Not Required _____
---	--------------------------	------------------------------

Provider's representative signature:

Print Name: _____ Date: _____

Miami Dade County's representative signature:

Print Name: _____ Date: _____

Note: This form is to be completed when service is provided and must be submitted with the invoice.

SECTION 4
BID SUBMITTAL FORM

Submit Bid To:
CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street
17th Floor, Suite 202
Miami, Florida 33128-1983

OPENING: 2:00 P.M.

, 2012



PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES, DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued by:
MH

ISD-PM

Date Issued:

This Bid Submittal Consists of
Pages 30 through 45 and
Affidavits

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

Title:

DOORS - MAINTENANCE AND REPAIRS

A Bid Deposit in the amount of N/A of the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of N/A of the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

DO NOT WRITE IN THIS SPACE

ACCEPTED _____ HIGHER THAN LOW _____
 NON-RESPONSIVE _____ NON-RESPONSIBLE _____

DATE B.C.C. _____ NO BID _____

FIRM NAME _____

ITEM NOS. ACCEPTED _____

COMMODITY CODE: 150-55; 150-30; 150-31

Procurement Contracting Officer Maria Hevia

RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.

FAILURE TO COMPLETE THE CERTIFICATION REGARDING LOCAL PREFERENCE ON THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER THE BIDDER INELIGIBLE FOR LOCAL PREFERENCE.

FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.

SECTION 4
BID SUBMITTAL FORM
DOORS – MAINTENANCE AND REPAIRS

FIRM NAME: _____

<u>Reference:</u>	<u>Summarized Requirement:</u>	<u>Initial as Completed:</u>
Section 2, paragraph 2.6, a	The vendor must hold a Garage and Industrial Doors Contractor License. A copy of the license is attached to the bid sumittal forms	_____
Section 2, paragraph 2.6, b	Electrical work must be performed by an Electrical Contractor. Bidder holds an Electrical Contractor License. Copy of the license is attached to the bid submittal forms.	_____
Section 2, paragraph 2.6, c	If the vendor does not hold an Electrical Contractor License, provide the name and copy of the license of the Electrical Contractor proposing to use for electrical work. Subcontractor's Name: _____ Copy of the required license for electrical repairs is attached to the bid submittal forms.	_____

SECTION 4
BID SUBMITTAL FORM
DOORS – MAINTENANCE AND REPAIRS

FIRM NAME: _____

GROUP A THRU F – MAINTENANCE AND REPAIR SERVICES AS REFERENCED IN SECTION 2, PARAGRAPH 3.2.1

GROUP A – MIAMI-DADE SUSTAINABILITY, PLANNING AND ECONOMIC ENHANCEMENT DEPARTMENT

Item #	Locations	# of Doors	Price per Location per maintenance
1	2615 NW 10 th Avenue	6	\$

Item #	Estimated Qty.	Unit	Description	Hourly Labor Rate
2	120	Hours	Repair Service	\$

GROUP B – MIAMI-DADE FIRE RESCUE DEPARTMENT

Item #	Locations	# of Doors	Price per Location per maintenance
1	Miami Lakes 16699 NW 67 Avenue	4	\$
2	Model Cities 6460 NW 27 Avenue	6	\$
3	Tropical Park 3911 SW 82 Avenue	2	\$
4	Coral Reef 9201 SW 152 nd Street	4	\$
5	Princeton 13150 SW 238 th Street	2	\$
6	Modello 15890 SW 288 th Street	4	\$
7	W. Little River 9350 NW 22 Avenue	4	\$
8	Aventura 2900 Aventura Boulevard	5	\$
9	Kendall 7777 SW 117 th Avenue	3	\$
10	Sunny Isles 75 – 172 Street	6	\$
11	Carol City 18705 NW 27 th Avenue	4	\$
12	Logistical Serv. Building 6000 SW 87 Avenue	20	\$
13	South Miami 5860 SW 70 th Street	5	\$
14	Key Biscayne 2 Crandon Boulevard	4	\$
15	Homestead (Old Station) 325 NW 2 nd Street	7	\$
16	Homestead (New Station) 325 NW 2 nd Street	6	\$
17	Virginia Gardens 7050 NW 36 th Street	4	\$

SECTION 4
BID SUBMITTAL FORM
DOORS – MAINTENANCE AND REPAIRS

FIRM NAME: _____

GROUP B – MIAMI-DADE FIRE RESCUE DEPARTMENT (Continued)

Item #	Locations	# of Doors	Price per Location per maintenance
18	N. Miami West 650 NW 131 st Street	4	\$
19	N. Miami East 13000 NE 16 Avenue	3	\$
20	Haulover 10500 Collins Avenue	6	\$
21	NE Region 15655 Biscayne Boulevard	4	\$
22	Sunny Land 7825 SW 104 th Street	4	\$
23	Opa-Locka 3190 NW 119 th Street	6	\$
24	Hialeah Gardens 10350 NW 87 Avenue	1	\$
25	Sweetwater 351 SW 107 Avenue	4	\$
26	Miami Shores 9500 NW 2 Avenue	4	\$
27	Sun Ray 17050 NE 19 Avenue	4	\$
28	Uleta 16899 NE 3 Court	2	\$
29	Cutler Ridge 10850 SW 211 Street	8	\$
30	Miami Spring 201 Westward Drive	2	\$
31	Hammocks 10001 Hammocks Blvd	5	\$
32	West Bird 4200 SW 142 Avenue	3	\$
33	Golden Glades 575 NW 199 th Street	3	\$
34	Seaport 1301 African Way, Shed A	4	\$
35	West Miami 901 SW 62 Avenue	2	\$
36	Fisher Island 65 Fisher Island Drive	4	\$
37	Richmond 13390 SW 152 nd Street	4	\$
38	Palm Springs North 7700 NW 186 th Street	4	\$
39	Doral 9710 NW 58 th Street	3	\$
40	Medley 10200 NW 116 Way	4	\$

SECTION 4
BID SUBMITTAL FORM
DOORS – MAINTENANCE AND REPAIRS

FIRM NAME: _____

GROUP B – MIAMI-DADE FIRE RESCUE DEPARTMENT (Continued)

Item #	Locations	# of Doors	Price per Location per maintenance
41	Westchester 9361 SW 24 th Street	2	\$
42	Fontainebleau 8825 NW 18 th Terrace	4	\$
43	Pinecrest 10850 SW 57 th Avenue	1	\$
44	Perrine 9798 Hibiscus Street	2	\$
45	Honey Hill 4775 NW 199 th Street	4	\$
46	S. Miami Heights 12105 Quail Roost Drive	4	\$
47	Turnpike 1600 SW Turnpike Hwy	4	\$
48	Bunche Park 15250 NW 27 th Avenue	4	\$
49	Saga Bay 21501 SW 87 th Avenue	4	\$
50	West Sunset 16250 SW 72 nd Avenue	4	\$
51	8501 SW 127 th Avenue	4	\$
52	12700 SW 6 th Street	4	\$
53	17605 Coconut Palm	4	\$
54	15155 SW 10 th Street	4	\$
55	Perrine 9798 Hibiscus Street	2	\$
56	Homestead 1350 SE 24 th Street	4	\$
57	Village of Homestead 3100 SE 8 th Street	6	\$
58	Doral 11151 NW 74 th Street	6	\$
59	Headquarters (FMB) 9300 NW 41 st Street	12	\$
60	Headquarters – Training Site 9300 NW 41 st Street	14	\$
61	Warehouse 8010 NW 60 Street	8	\$
62	Doral 41 NW 80 th Street	2	\$
63	Doral 8141 NW 80 Street	10	\$

SECTION 4
BID SUBMITTAL FORM
DOORS – MAINTENANCE AND REPAIRS

FIRM NAME: _____

GROUP B – MIAMI-DADE FIRE RESCUE DEPARTMENT (Continued)

Item #	Estimated Qty.	Unit	Description	Hourly Labor Rate
64	5580	Hours	Repair Service	\$

GROUP C – INTERNAL SERVICES DEPARTMENT

Item #	Locations	# of Doors	Price per Location per maintenance
1	Courthouse Center 175 N.W. 1 st Ave, Ste # 152	5	\$
2	SPCC 111 NW 1 Street	7	\$
3	Medical Examiner Dept. 1851 NW 10 th Avenue	4	\$
4	Metro Annex 860 NW 23 rd Street	1	\$
5	E.R. Graham 1350 N. W. 12 TH Avenue	1	\$
6	Brummer Building (PD) 1320 N. W. 14 TH Street	1	\$
7	Coral Gables Court house 3100 Ponce De Leon Blvd.	2	\$
8	Business Supplies Print Shop Warehouse 2225 NW 72 Ave	1	\$
9	County Store 980 W. 84 th Street	1	\$
10	DCC 73 west Flagler	4	\$
11	MDFB 140 West Flagler	3	\$
12	Cultural Center 101 West Flagler	1	\$
13	CSF 200 NW 1 st Street	3	\$
14	Garage 5 270 NW 2 nd Street	5	\$
15	Record Center 9350 NW 12 th Street	1	\$
16	Elections Building 2700 NW 87 Avenue	8	\$
17	Landmark 20000 NW 47 Avenue	16	\$
18	Richard E. Gerstein Bldg. 1351 NW 12 Avenue	3	\$
19	ISD Trade Shops 3501 NW 46 Street	8	\$

SECTION 4
BID SUBMITTAL FORM
DOORS – MAINTENANCE AND REPAIRS

FIRM NAME: _____

GROUP C – INTERNAL SERVICES (Continued)

Item #	Locations	# of Doors	Price per Location per maintenance
20	Overtown Transit Village North 701 NW 1 Court	3	\$
21	Overtown Transit Village South 601 NW 1 Court	1	\$
22	Data Processing Center 5680 SW 87 th Avenue	7	\$
23	Telecommunications Center 6010 SW 87 th Avenue	11	\$
24	Shop 1 Main - E8A6 703 NW 25th Street	6	\$
25	Downtown Motor Pool - D5B7 201 NW 1st Street	4	\$
26	Police Headquarters 9109 NW 25th Street	9	\$
27	South Dade Government Center 10740 SW 211th Street	7	\$
28	Station 1 5975 Miami Lakes Drive	2	\$
29	Station 2 2950 NW 83rd Street	1	\$
30	Station 5 7707 SW 117th Avenue	1	\$
31	Station 6 15665 Biscayne Boulevard	1	\$
32	Station 8 10000 SW 142nd Avenue	4	\$
33	Station 9 18802 NW 27th Avenue	4	\$
34	Shop 2, Auto 6100 SW 87th Avenue	5	\$
35	Shop 3, Auto 8801 NW 58th Street	2	\$
36	Shop 3, Main 8801 NW 58th Street	14	\$
37	Shop 3A, Northeast 18701 NE 6th Avenue	8	\$
38	Shop 3B, Southwest 7900 SW 107th Avenue	8	\$
39	Shop 3C 8801 NW 58th Street	8	\$
40	Shop 3D 10820 SW 211 Street	6	\$
41	Tire Shop 8801 NW 58th Street	2	\$
42	ICFB Building 11500 NW 25 th Street	4	\$

SECTION 4
BID SUBMITTAL FORM
DOORS – MAINTENANCE AND REPAIRS

FIRM NAME: _____

GROUP C – INTERNAL SERVICES (Continued)

Item #	Estimated Qty.	Unit	Description	Hourly Labor Rate
43	3860	Hours	Repair Service	\$

GROUP D – MIAMI-DADE TRANSIT DEPARTMENT

Item #	Locations	# of Doors	Price per Location per maintenance
1	Central Bus Facility Revenue 3300 NW 32 nd Ave.	1	\$
2	Central Bus Facility, O&I, Fuel Island 3431 NW 31 st St.	1	\$
3	Central Bus Facility, O&I 3431 NW 31 st St.	23	\$
4	Central Bus Facility, SS 3295 NW 31 st St.	43	\$
5	Central Bus Facility, BMB 3311 NW 31 st St.	4	\$
6	Central Bus Facility, FAC 3312 NW 31 st St.	4	\$
7	Central Bus Facility, WHSE 3401 NW 31 st St.	4	\$
8	Coral Way Bus 2775 SW 74 Ave.	38	\$
9	Northeast Bus Facility 360 NE 185 St. Northeast Garage	29	\$
10	William Lehman Facility 6601 NW 72 Ave.	38	\$
11	Palmetto Station 7701 NW 79 Ave.	6	\$
12	Okeechobee Station 2005 W Okeechobee Rd	11	\$
13	Hialeah Station 115 East 21 st St.	6	\$
14	Tri-Rail Station 1125 East 25 th St.	3	\$
15	Northside Station 3150 NW 79 th St.	6	\$
16	Martin Luther King Station 6205 NW 27 th Ave.	16	\$
17	Brownsville Station 5200 NW 27 th Ave.	6	\$
18	Earlington Heights Station 2100 NW 41 St.	4	\$
19	Allapattah Station 3501 NW 12 th Ave.	3	\$
20	Santa Clara Station	4	\$

SECTION 4
BID SUBMITTAL FORM
DOORS – MAINTENANCE AND REPAIRS

FIRM NAME: _____

Group D – Miami-Dade Transit Department

Item #	Locations	# of Doors	Price per Location per maintenance
21	Civic Center Station	2	\$
22	Culmer Station	4	\$
23	Overtown Station	3	\$
24	Government Center Station	4	\$
25	Brickell Station	3	\$
26	Vizcaya Station	3	\$
27	Coconut Grove Station	3	\$
28	University Station	3	\$
29	Douglas Road Station	6	\$
30	South Miami Station	12	\$
31	Dadeland North Station	12	\$
32	Dadeland South Station	3	\$
33	DPM Maintenance Bldg/Downtown	9	\$
34	School Board DPM	3	\$

Item #	Estimated Qty.	Unit	Description	Hourly Labor Rate
35	6,400	Hours	Repair Service	\$

GROUP E – MIAMI-DADE POLICE DEPARTMENT

Item #	Locations	# of Doors	Price per Location per maintenance
1	Special Patrol Bureau 1567 NW 79 th Avenue	10	\$
2	Professional Compliance Bureau 18805 NW 27 th Avenue	2	\$
3	Facilities Maintenance Section (South Office) 7617 SW 117 th Avenue	2	\$
4	Tamiami Aviation Unit 13930 SW 127 th Avenue	1	\$
5	Opa-Locka Aviation 4285 NW 145 th Street	1	\$
6	Confiscated Property 18930 SW 216 th Street	1	\$

Item #	Estimated Qty.	Unit	Description	Hourly Labor Rate
7	340	Hours	Repair Service	\$

SECTION 4
BID SUBMITTAL FORM
DOORS – MAINTENANCE AND REPAIRS

FIRM NAME: _____

GROUP F – MIAMI-DADE WATER AND SEWER

Item #	Locations	# of Doors	Price per Location per maintenance
1	3625 NW 10 Avenue	3	\$
2	Alex Orr 6800 SW 87 Avenue	1	\$
3	Distribution 1001 NW 11 Street	22	\$
4	Douglas 3071 SW 38 Avenue	4 (and 1 window)	\$
5	HUD 678 NW 7 Street	8	\$
6	LeJeune 3575 S LeJeune Road	1	\$
7	Medley 7301 NW 70 Street	6	\$
8	South Miami Heights 20820 SW 117 Avenue	8	\$
9	Virginia Key 3939 Rickenbacker Causeway	3	\$
10	Westwood Lakes 4801 SW 117 Avenue	21 (and 1 window)	\$
11	Hialeah – Preston 1100 W 2 Avenue	37	\$
12	P.S.#516 10390 Puerto Rico Drive (Cutler Bay)	1	\$
13	P.S.#517 18445 Old Cutler Road (Palmetto Bay)	1	\$
14	P.S.#522 20900 SW 117th Avenue (SMH Facility)	1	\$
15	P.S.#691 551 SE 8th Street (Homestead)	1	\$
16	P.S.#692 30211 SW 147 Avenue (Miami)	1	\$
17	P.S.#706 18710 SW 87th Avenue (Miami)	1	\$
18	P.S.#1010 28402 SW 144th Avenue (Miami)	1	\$
19	P.S.#1051 18701 Lenaire Drive (Cutler Bay)	1	\$
20	P.S.#1072 35401 SW 179 Ave (Miami)	1	\$

SECTION 4
BID SUBMITTAL FORM
DOORS – MAINTENANCE AND REPAIRS

FIRM NAME: _____

GROUP F – MIAMI-DADE WATER AND SEWER (Continued)

21	P.S.#1073 460 NW 5th Avenue (Florida City)	1	\$
22	P.S.#536 8989 SW 117th Avenue	3	\$
23	P.S.#559 8700 SW 95th Avenue	2	\$
24	P.S.#571 8260 SW 97 Avenue	1	\$
25	P.S.#300 12700 NW 30th Avenue	1	\$
26	P.S.#307 201 W. 74th Place	1	\$
27	P.S.#329 6350 Lake Patricia Drive	1	\$
28	P.S.#345 15000 NW 37th Avenue	1	\$
29	P.S.#346 13760 NE 5th Avenue	1	\$
30	P.S.#347 1825 NE 150th Street	1	\$
31	P.S.#348 5700 E. 8th Avenue	1	\$
32	P.S.#414 13940 NW 60th Avenue	1	\$
33	P.S.#415 3750 NW 181st Street	1	\$
34	P.S.#416 7301 NW 186th Street	1	\$
35	P.S.#417 7870 NW 178th Street	1	\$
36	P.S.#418 3330 W. 76th Street	1	\$
37	P.S.#421 20215 NW 2nd Avenue	1	\$
38	P.S.#422 3028 NW 208th Terrace	1	\$
39	P.S.#423 2459 NE 204th Street	1	\$
40	P.S.#424 21101 NE 28th Avenue	1	\$
41	P.S.#425 19201 NE 29th Avenue	1	\$
42	P.S.#426 4001 NE 163rd Street	1	\$
43	P.S.#1310 151 NW 37th Avenue	2	\$

SECTION 4
BID SUBMITTAL FORM
DOORS – MAINTENANCE AND REPAIRS

FIRM NAME: _____

GROUP F – MIAMI-DADE WATER AND SEWER (Continued)

44	P.S.#187 1 Northwest Blvd.	1	\$
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Item #	Estimated Qty.	Unit	Description	Hourly Labor Rate
45	3060	Hours	Repair Service	\$

**GROUP G – REPAIR SERVICES FOR DEPARTMENTS NOT AWARDED UNDER GROUPS A THRU F
AS REFERENCED IN SECTION 2, PARAGRAPH 2.2.2**

GROUP G –

Item #	Estimated # of Hours	Description	Hourly Labor Rate
1	10,420	Repair Service	\$

Note: Charges for Parts will be in accordance with Section 2, paragraph 2.36. Evidence of actual cost will be required.

SECTION 4
BID SUBMITTAL FORM
DOORS – MAINTENANCE AND REPAIRS

FIRM NAME: _____

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

LIST BELOW ARE THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS BID

Addendum #1, Dated _____

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

PART II:

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

TITLE OF OFFICER: _____

SECTION 4
BID SUBMITTAL FORM
DOORS – MAINTENANCE AND REPAIRS

FIRM NAME: _____

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder. Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information at the time of bid or proposal submission.

☐ Place a check mark here only if bidder has such conviction to disclose.

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: _____. In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

☐ Place a check mark here only if affirming bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) shall render the vendor ineligible for Local Preference.

LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

☐ Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the bidder.

- A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located within the geographical boundaries of Miami-Dade County?

Yes _____ No _____

- B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located outside the geographical boundaries of Miami-Dade County?

Yes _____ No _____

SECTION 4
BID SUBMITTAL FORM
DOORS – MAINTENANCE AND REPAIRS

FIRM NAME: _____

Firm Name: _____

Street Address: _____

Mailing Address (if different): _____

Telephone No.: _____ Fax No.: _____

Email Address: _____ FEIN No. ____-____/____/____/____/____

Prompt Payment Terms: ____% ____ days net ____ days (Please see paragraph 1.2 H of General Terms and Conditions)

Signature: _____ (Signature of authorized agent)

**"By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract."*

Print Name: _____ Title: _____

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.



APPENDIX

AFFIDAVITS

FORMAL BIDS



Miami-Dade County
Department of Procurement Management
Affirmation of Vendor Affidavits

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

Contract No. : _____ **Federal Employer Identification Number (FEIN):** _____

Contract Title: _____

Affidavits and Legislation/ Governing Body

1. Miami-Dade County Ownership Disclosure Sec. 2-8.1 of the County Code	6. Miami-Dade County Vendor Obligation to County Section 2-8.1 of the County Code
2. Miami-Dade County Employment Disclosure County Ordinance No. 90-133, amending Section 2-8.1(d)(2) of the County Code	7. Miami-Dade County Code of Business Ethics Article 1, Section 2-8.1(f) and 2-11(b)(1) of the County Code through (b) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code
3. Miami-Dade County Employment Drug-free Workplace Certification Section 2-8.1.2(b) of the County Code	8. Miami-Dade County Family Leave Article V of Chapter 11 of the County Code
4. Miami-Dade County Disability Non-Discrimination Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95	9. Miami-Dade County Living Wage Section 2-8.9 of the County Code
5. Miami-Dade County Debarment Disclosure Section 10.38 of the County Code	10. Miami-Dade County Domestic Leave and Reporting Article 8, Section 11A-60 11A-67 of the County Code

_____	_____	_____
Printed Name of Affiant	Printed Title of Affiant	Signature of Affiant

Name of Firm		Date

Address of Firm	State	Zip Code

Notary Public Information

Notary Public – State of _____ County of _____

Subscribed and sworn to (or affirmed) before me this _____ day of, _____ 20 _____

by _____ He or she is personally known to me ☐ or has produced Identification ☐

Type of Identification produced _____

_____	_____
Signature of Notary Public	Serial Number

Print or Stamp of Notary Public	Notary Public Seal

In compliance with Miami-Dade County Ordinance 97-35, the Bidder shall submit with the bid proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors in accordance with Section 1, Paragraph 1.15

This image shows a single page of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Signature _____

Date _____

SUBCONTRACTOR/SUPPLIER LISTING
(Ordinance 97-104)

Firm Name of Prime Contractor/Respondent: _____

Bid No.: _____ Title: _____

This form, or a comparable listing meeting the requirements of Ordinance No. 97-104 MUST be completed, signed and submitted by all bidders and respondents on County contracts for purchases of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all bidders and respondents on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. A bidder or respondent who is awarded the contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County.
This form, or a comparable listing meeting the requirements of Ordinance No. 97-104, MUST be completed, signed and submitted even though the bidder or proposer will not utilize subcontractors or suppliers on the contract. The bidder or proposer should enter the word "NONE" under the appropriate heading of sub form 100 in those instances where no subcontractors or suppliers will be used on the contract.

Business Name and Address of First Tier Subcontractor/Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/Subconsultant	(Principal Owner) Gender Race
Business Name and Address of Direct Supplier	Principal Owner	Supplies/Materials/Services to be Provided by Supplier	(Principal Owner) Gender Race

I certify that the representations contained in this Subcontractor/Supplier Listing are to the best of my knowledge true and accurate

Prime Contractor/Respondent's Signature _____ Print Name _____ Print Title _____ Date _____
(Duplicate if additional space is needed) FORM 100

Walters, Vivian (SPEE)

From: eproto.egsc@att.net
Sent: Monday, May 21, 2012 3:49 PM
To: Walters, Vivian (SPEE)
Cc: egomez.egsc@att.net; eproto.egsc@att.net
Subject: RE: Verification of Availability - E11-PWWM-01
Attachments: Verification of availability E11-PWWM-01.pdf

Good afternoon:

Please see attached verification for availability for the above mentioned project.

With kind regards,

Elena Proto
EGSC Engineering Consultants, Inc.
10899 SW 4th Street. Sweetwater, FL 33174
Telephone (305) 553-5457
Facsimile (305) 551-9869
E-mail eproto.egsc@att.net



BEFORE PRINTING THIS E-MAIL
please consider the environment

From: Walters, Vivian (SPEE) [<mailto:WalterV@miamidade.gov>]
Sent: Thursday, May 17, 2012 8:34 AM
To: iargudin@adaengineering.com; info@ambroeng.com; namedee@ambroeng.com; Linda M. Bell; cwi@civilworks.com; eproto.egsc@att.net; grodriguez@esconsultants.net; esmith@esconsultants.net; amilian@milianswain.com; mcfuertes@ojito.com; oajito@ojito.com; bbeharr@rjbehar.com; brenda.westthorp@westthorp.com
Cc: Johnson, Laurie (SPEE)
Subject: Verification of Availability - E11-PWWM-01

Please see attached "**Verification of Availability**" and respond accordingly, ensuring that pages **two (2)** and **five (5)** are completed, and list of "**comparable projects**" are submitted (see bottom of page **five (5)**).

*See – **BOND ENGINEERING RESTRICTIONS**

Regards,

Vivian O. Walters, Jr.
Contract Development Specialist II
Sustainability, Planning and Economic Enhancement Department
Small Business Development Division
111 NW 1st Street #19 Floor
Miami, FL 33128
walterv@miamidade.gov
☎ Office (305) 375-3138 | 📠 Fax (305) 375-3160
"Delivering Excellence Every Day"

"For the New Project Review & Analysis Process"



Click on our new website

<http://www.miamidade.gov/sba/about-project-review-and-analysis.asp>

Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statute concerning public records. E-mail messages are covered under such laws and thus subject to disclosure.



Walters, Vivian (SPEE)

From: Hevia, Maria (ISD)
Sent: Monday, May 21, 2012 10:26 AM
To: Walters, Vivian (SPEE)
Subject: Doors: Maintenance and Repair Services - new solicitation for your review
Attachments: Draft ITB (revised 5-21).docx; SBD DEPARTMENT INPUT.docx

Good morning Vivian,

Attached please find a draft of a solicitation and the SBD Department Input document for your review.

Please advise if additional information is required.

Regards,

*Maria Hevia
Procurement Contracting Officer I
Miami-Dade County
Internal Services Department
111 N.W. First Street, Suite 1300 Miami, FL 33128
Telephone: 305-375-5073; Fax: 305-375-4407
E-mail: Mhevia@MiamiDade.gov
Visit our Website at www.miamidade.gov/dpm*